


PERSONAL INFORMATION

Gertrude Said

 12, Fullers Nest triq il-fosos tal-qamh, mtf 1161 mtarfa (Malta)

 79459268

 gertrude.said@gmail.com

WORK EXPERIENCE

01/06/2013–01/06/2014

sales assistant

Exquisite, Ta qali (Malta)

- cash
- cleaning
- handling clients

04/06/2014–30/01/2016

waitress/bar tender

Radisson Golden Sands, Ghajn tuffieha (Malta)

- cash
- taking orders
- taking care of guests needs
- barista
- worked in gala dinners, weddings and other functions
- cleaning

05/03/2016–08/05/2016

Waiter

Xara Palace, Rabat (Malta)

- Cash
- Taking orders
- Cleaning

15/05/2016–15/08/2016

Maritim hotel, Mellieha (Malta)

- cash
- taking orders
- cleaning of restaurant
- taking care of guest need

15/08/2016–09/09/2017

Restaurant Supervisor

Maritim hotel, Mellieha (Malta)

- Roster
- Inventory
- Dealing with Guest Complaints
- Training of new staff
- Payroll

- Taking care that all policies are being kept
- Service is as smooth as possible
- Daily routines are being done
- Menu to be kept up to date with the new trends

16/02/2018–01/10/2018

Apprentice

Lombard Bank Malta

- Filing
- Dry Deposits
- Returned mail updates
- Calling clients
- Reports
- On Going Monitoring

07/01/2019–Present

Junior Auditor

Busuttil and Micallef, Birkirkara (Malta)

EDUCATION AND TRAINING

01/01/2000–30/03/2013

Secondary Education

St Monica B`kara

Olevels

- Maths 2
- Home Economics 2
- English 3
- Maltese 4
- German 5
- Accounts 5
- Biology 4
- Religion 5
- English literature 4
- ECDL

02/10/2017–01/10/2018

Adavanced Diploma in Financial Services

MCAST

01/10/2018–Present

ACCA

EQF level 7

Examinations completed: F1,F2,F3,F4,F5,F7,F8,F9

PERSONAL SKILLS

Mother tongue(s)

Maltese

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
German	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills - Good communication skills i gained through my experience in hospitality where you have to deal with guests and client in a professional manner.

Organisational / managerial skills - leadership (I am was taking care of a thai restaurant and 20 staff)

Driving licence B