

# MAUREEN MUTINDA

00100 Nairobi | 0797847275 | mutindamaureen05@gmail.com

Friendly and energetic waiter with 1 year of experience in fast-paced restaurant environments. Skilled in providing excellent customer service, taking orders accurately, and ensuring a pleasant dining experience. Looking to bring enthusiasm and efficiency to your restaurant.

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## EDUCATION

**BSC Computer Science | Chuka Univeristy**

November, 2024

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## EXPERIENCE

**Waitress | Canaan Cafe**

January 23 - September 2023

- Greeted and seated guests promptly, providing menus and explaining daily specials.
- Took customer orders accurately and delivered food and beverages efficiently.
- Assisted with table settings, cleaning, and maintaining a welcoming dining area.
- Handled customer complaints professionally, ensuring satisfaction and repeat business.

**Bookkeeper | Neematech Bookshop**

**JAN 2022- DEC 2022**

- Managed sales transactions, handled cash, and operated the POS system efficiently.
  - Organized shelves, restocked inventory, and maintained a tidy store layout.
  - Assisted in promoting events, special offers, and loyalty programs.
  - Aassisted with book selections, and provided recommendations based on interests.
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## SKILLS

- Excellent customer service
- Cash handling and POS system experience
- Knowledge of food and beverage menus
- Bookkeeping
- Exceptional communication
- Teamwork and collaboration
- Ability to work in a fast-paced environment

## References

Available upon request