## OKOFU GODWIN UCHE

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**OBJECTIVES:**

To secure a challenging position in a dynamic organization with opportunities for self-development towards a fulfilling career and working at my fullest capacity towards achieving the organizational goal through team work.

**BIO -DATA**

**DATE OF BIRTH:** 26th March, 1984

**SEX:** MALE

**STATE OF ORIGIN**: Delta State

**NATIONALITY** Nigerian

**MARITAL STATUS:** Married

**EDUCATION:**

* 2016. Master Bar Academy (Gunniess Batista training certificate)
* **2005 Kwara State Polytechnic Ilorin**

(**OND** Accounting)

* **2003 Government Day Secondary School, Omode Ilorin, Kwara State.**

(Secondary school certificate)

* **1992 Methodist Primary School Ikorodu Lagos State.**

(First school leaving certificate)

**WORKING EXPERIENCE:**

* **Classic Rock Coffee Co. Abuja**

**2014 - 2016 Position: Shift Leader/Barista**

* Addressed customer complaints in a timely manner.
* Note orders and serve coffee, food and beverages to guests in a timely fashion.
* Worked to resolve any customer complaints.
* Ensure proper implementation of safety, hygiene and sanitation standards at the café.
* Monitor and supervise the attendants and ensure quality delivery of customer services.
* . **Salamander Café Limited Abuja**

**2011 - 2014 Position: Supervisor/cashier**

* Responsible for hiring and training all cafe wait staff.
* Responsible for scheduling wait staff during regular shifts and special events.
* Responsible for creating daily inventory reports and placing new orders when needed.
* Responsible for creating and administering weekly work schedule.
* Obtain and process payments by cash, cheque, credit card or automatic debit cards.
* Counted money, gave change and issues receiving for funds received..
* Accepted cash, checks, or bankcards for imbursement.
* Compute foreign currency exchange.
* Calculate total payments received at ending of work shift and settle with total sales.
* Recognize price of services and tabulate total payment required using electronic or other cash register.
* **CAFÉ 24 ABUJA**

**2010 - 2011 Position: Barista**

* Make coffee using a number of brewing methods such as pour over, espresso etc
* Open and close the coffee station.
* Assist in menu setting and determining coffee of the week regularly.
* Communicate with customers, note their preferences and take feedback.
* Perform cashiering and inventory management tasks.
* Maintained adequate stock of materials at the coffee bar.
* Developed professional relationships with guests and coworkers.
* Monitor wastage and record consumption of items.
* Maintain cleanliness of counter and bar.
* Checked taste of coffee to ensure quality.
* **Ivory Bush Resort Limited Abuja**

**2007 – 2009 Position: Receptionist**

* Greeting all guests, using the guests’ name as often as possible.
* Giving guests an accurate bill, taking payment from them in cash or credit cards.

**SKILLS:**

* Substantial experience within the food and beverage industry
* Proficient in MS Office applications for scheduling inventory and payroll tasks
* Sound knowledge of food ordering procedures and menu planning
* Ability to work flexible hours including evenings weekends and holidays
* Solid organizational and problem solving skills
* Good time management skills
* Committed to delivering high quality and professional services
* Strong commitment to learning
* Ability to work in a result driven, team based culture that involves planning and organizing

**REFEREES:**

* **ON REQUEST**