



Nargiza Torobekova

HOSTESS

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+971559218667

Al Ramth, Remraam, Dubai, United Arab Emirates

19 December, 1992

Height: 168 cm / Weight: 54 kg

Motivated enthusiastic and goal-achiever seeking a work environment where I can implement my academic qualifications, training and professional skills. Excellent communication, presentation, and negotiation skills. Adaptable, flexible, motivated and great team player. Hard-working and dedicated, sociable with a pleasing personality, can work under pressure sincere and outcomes-oriented.

WORK EXPERIENCE

Hostess

"Paru"-Modern Japanese restaurant/ Caesars Bluewaters Dubai

11/2018 – Present

Dubai/ UAE

Responsible:

- Greets and leads guests to their tables
- Receives calls for reservations and dining inquiries
- Confirms and schedules reservations
- Monitors flow and queue for walk-in customers
- Addresses questions and inquiries about the service and menu offerings
- Manages sales records per shift
- Promotes sales and current marketing programs of the restaurant
- Evaluates performance of co-hostess and dining staff
- Closes restaurant, Prepares required reports and paperwork
- Coordinates with the dining staff to update the areas open for seating, Conducts local marketing and promotional activities to nearby companies and residences, Ensures cleanliness of restaurant

Hostess

Market by Jean Georges International restaurant / W Doha

12/2016 – 10/2018

Doha

Waitress

Maryotel Hotel

02/2012 – 06/2016

Bishkek, Kyrgyzstan

COMPUTER SKILLS

Retail Directions- Fully integrated POINT OF SALE SYSTEMS!

Dotline- Dynamic price tag design with sales reporting & accountability, self service POS systems, multiple barcode technology support.

Oracle Retail- Retail Software System helps retailers to optimize their operations through effective management and seamless execution of processes such as purchasing, distribution, inventory and finance.

POS - systems knowledge / OPERA - Property Management System (PMS) / MICROS -Enterprise Information Solutions for the Hospitality Industry

SKILLS

Excellent interpersonal

Communication skills

Creative thinking skills

Negotiation & persuasion

Perseverance & motivation

Teamwork skills

Organizational skills

EDUCATION

Hotel Service

Lyceum of the Kyrgyz Economic University

09/2008 – 07/2009

Bishkek, Kyrgyzstan / GPA (86%)

Specialization "Hotel service"

College of Economics and Service in the Kyrgyz Economic University

07/2009 – 08/2011

Bishkek, Kyrgyzstan / GPA (88%)

Management specialization "Management of organization (hotel service)" Awarded the qualification Manager

Kyrgyz Economic University

09/2011 – 06/2014

Bishkek, Kyrgyzstan / GPA (86%)

LANGUAGES

Russian

Native or Bilingual Proficiency

English

Full Professional Proficiency

INTERESTS

Art

Photography

Reading

Fashion