**CURRICULUM VITAE**



**Name Anatolii Trunov**

**Address Dnieper, Ukraine**

**Telephone +380955500959**

**Skype live:d41a414967969f20**

**E-mail** [**Anatolii.trunovv@gmail.com**](mailto:Anatolii.trunovv@gmail.com)

**Date of birth 14 Feb 1996**

**Nationality Ukrainian**

**Sex Male**

**Marital status Single**

**Education/Qualifications**

2003-2013 Dobropol'ye high school

2014-2018 Dnieper. National University named after Oles Honchar. Specialty -international economics and management

**Languages:** English, Russian, Ukrainian.

**Other Skills:** Windows applications, Office, Word, Photoshop.

**Interests:**Traveling, photography, running, swimming, gym, food and beverage.

**About me:** Professionalism, responsible, self-monitoring non smoker , neat, decent, polite, adaptable,active,cheerful,sociable. Persistent and of course hardworking.

I'm a fast learner.

Experience and knowledge allowed to perform the basics of communicating with people and the right approach to solving all problems, the right approach to the client. Knowledge Iiko, ,R-keeper.

Statement: cheerful, iron nerves, smiling, support for lifelong good mood, otherwise you won't provide best service for guests and customers.

**Employment (can join immediately)**

**Employment to Date/Work Experience**

**Waiter**

**Bernadazzi restaurant**

May.2019-Now

**Odessa, Ukraine**

**Responsibilities:**

* show customers to their tables
* present menus to customers
* maintain an up-to-date working knowledge of the menu items and daily specials
* explain the menu items in terms of preparation, ingredients and presentation
* be aware of allergy information on menu items
* answer inquiries about food and beverage items on the menu
* offer food and wine suggestions
* inform customers of special items not listed on the menu
* take food and beverage orders accurately including any special requests
* check customer's identification to ensure they meet alcohol legal age requirements
* check food orders with customers to ensure correctness
* input the order into POS System
* work with bartenders to fill beverage orders
* work with kitchen staff to process and expedite food orders
* pre-set table for the orders
* deliver and serve food at tables
* use established food handling and serving techniques
* ensure customers are satisfied with their food orders, beverages and service
* upsell food and beverage items throughout the meal
* monitor customer's needs and promptly handle requests
* handle customer complaints in a polite and professional manner

**Waiter**

**Marbaiya Lounge-Restaurant**

Feb. 2019 – May.2019

Dubai, United Arab Emirates

**Responsibilities:**

* Communicate with guests and solve problems..
* Provide the perfect service experience for every Guest
* Ensure the Guest feels important and welcome in the restaurant
* Look for ways to consolidate service and increase table turns.
* Present menu, answer questions and make suggestions regarding food and beverage
* Serve the Guest in an accommodating manner
* Pre-bus tables; maintain table cleanliness, bus tables
* Looks for ways to avoid waste and limit costs
* Provide responsible service of alcoholic beverages
* Deliver food and beverages to any table as needed

**Waiter/bartender**

**“Tango”restaurant**

Jun. 2018 – Oct. 2018

Alvor,Portugal

**Responsibilities:**

* Provided a fine-dining experience with attentiveness and quality service.
* Engaged customers with the utmost respect and friendly manner.
* Prepared cocktails and spirits for quests, as well as an understanding of a variety of wines..
* Overall, kept a focus of a quality service to ensure repeat customers.
* Rolled/polished silverware, as well as folding linens in fine dining setting.
* Polished glasses, restocking of wine, beer, and spirits.

**Team Leader/Coach**

**Albert Services( Asad Service’s)**

Oct. 2017 - Apr. 2018

Göteborg, Sweden

**Responsibilities:**

* Supervising a group of 10 cleaners.
* Ensuring Health and Safety guidelines are followed at all times.
* Organising training sessions for staff.
* Liaising with various stakeholders to organising jobs.
* Ensuring domestic properties are left in excellent condition after a job.
* Communication with customers

**Waiter**

**“Road house” restaurant**

May. 2017 – Sep. 2017

Dnieper Region, Ukraine

**Responsibilities:**

* Take orders from and serve food and beverages to patrons.
* Perform consistent check-ins with patrons to ensure satisfaction and address complaints swiftly.
* Answer questions about the menu and make recommendations when appropriate or requested..
* Assist a team of hosts and hostesses by greeting, seating, and thanking customers.
* Communicate with kitchen staff directly and via computers.

**Waiter**

**“Doberman”Bar**

Sep. 2016 – Dec.. 2017

Dnieper Region, Ukraine

**Responsibilities:**

* Informed customers of daily specials and promotions.
* Answered questions about menu selections and made recommendations when requested.
* Collected payments from customers and completed money transaction.
* Stocked service areas with supplies such as silverware and condiments.
* Provided fast and courteous service.
* Skillfully anticipated and addressed guest service needs.
* Maintain a friendly relationship with the guest and provide the best atmosphere

**Waiter**

**“Bono” club**

May 2016 - Sep. 2016

Odessa Region, Ukraine

**Responsibilities:**

* Provided customer services for up to eighty customers every duty.
* Assisted customer in menu determinations.
* Served dishes at tables according to order.
* Recommended wines and other drinks to customers.
* Assisted the manager to clean and close the restaurants after the hours

