

CURRICULUM VITAE

VIVIAN NNEAMAKA OBODOECHINE

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Dubai –UAE

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- Date of Birth : 17-07-1982
- Gender : Female
- Nationality : Nigerian
- Civil Status : Married
- Language : English
- Passport No : B00031116
- Passport Expiry : 20 Aug 2024
- Visa Status : Housewife Visa

CAREER OBJECTIVE:

Seeking a challenging position in an organization where I can best utilize my experience to carrying out assigned duties effectively and affiance and add value in the current services offered to clients.

PROFESSIONAL EXPERIENCE:

- **Company Name** : GOLDEN SQUARE HOTEL
- **Position** : Waitress/Kitchen Runner
- **Period** : 2010-2012
- **Location** : Deira Dubai UAE.

JOB RESPONSIBILITIES:

- Meet and escort customers to their tables
- Present menu and provide detailed information about the menu
- Receive cash and credit/debit card payments
- Prepare tables by setting up linens, silverware and glasses
- Inform customers about the day's specials meals
- Communicate order details to the kitchen staff
- Provide excellent customer service
- Delivering food orders from the kitchen to customers' tables rapidly and accurately
- Cleans large and small trays and tray stands to be ready for service
- Assists Chef and other kitchen personnel in accomplishing closing duties and kitchen cleanliness.

- **Company Name** : DUBAI TAXI CORPORATION
- **Position** : Airport Limousine Driver
- **Period** : Dec-2016 to Feb- 2019
- **Location** : Dubai-UAE

JOB RESPONSIBILITIES:

- Transport people and goods safely from place to place
- Test vehicle equipment such as lights, brakes, horns, and windshield wipers, in order to ensure proper operation.
- Maintained clean driving record.
- Perform routine vehicle maintenance, such as regulating tire pressure and oil level, and adding water.
- Follow strict safe driving guidelines to ensure safety first

➤ **Company Name** : **VFS GLOBAL Dubai**
➤ **Position** : **Data entry Officer**
➤ **Period** : **3 Months Jan -march 2020**

➤ **Company Name** : **TINAKASS INTERNATIONAL SCHOOL**
➤ **Position** : **Nursery Assistant**
➤ **Period** : **03 Years**
➤ **Location** : **Lagos-Nigeria**

JOB RESPONSIBILITIES:

- Supervising children within the facility as well as during outdoor playtime and field trips
- Assisting children in their activities, including educational and artistic projects
- Supervising and assisting children during meals and snacks
- Assisting with hygiene and, in the case of younger or special needs children, changing diapers or assisting with using the toilet
- Paying attention to a child's emotional state and development, reporting concerns to a supervisor

SKILLS BASE:

- Able to work as part of a team or independently with little or no supervision
- Flexible and can be able to work in a multicultural environment
- Good communication skills
- Ability to work under pressure for long hours
- Good personality, disciplined, and well mannered.

PROFESSIONAL QUALIFICATIONS:

- **West Africa Examination Council (WAEC)**
- **First School Leaving Certificate (FSLC)**

COMPUTER SKILLS:

- **MS WORD**
- **MS-EXCEL**
- **NOTEPAD**

Available Immediately