


## PERSONAL INFORMATION

## BINDHU SAJEEV SAJIN



 PARANGIMAMVILA VEEDU, NEDUMONCAVU P.O., 691509 KOLLAM (India)

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Sex Male | Date of birth 21/03/1994 | Nationality Indian

## JOB APPLIED FOR

Waiter

## WORK EXPERIENCE

09/08/2015–20/01/2016

## WAITER

PARK RESIDENCY  
CALICUT,KERALA, QUILANDY, (India)

- Welcome customers when they enter the restaurant & escort them to their table. If they have a reservation or specific table requests, be sure to accommodate them.
- Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
- Communicate with customers to resolve complaints or ensure satisfaction.
- process customer bills or payments.
- Write patrons food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.
- Clean tables or counters after patrons have finished dining
  - inform and recommend customers of daily specials
- Explain how various menu items are prepared, describing ingredients and cooking methods.
- Remove dishes and glasses from tables or counters, take them to kitchen for cleaning.
- Perform cleaning duties, such as sweeping and mopping floors, vacuuming carpet, tidying up server station, taking out trash, or checking and cleaning bathroom.
- Escort customers to their tables.
- Fill salt, pepper, sugar,cream, condiment,and napkin containers.
- provide customers with general information or assistance.
- Arrange tables or dining areas.

Business or sector Other service activities

[Related document\(s\): Sajin Exp.pdf](#)

## EDUCATION AND TRAINING

01/06/2010–30/03/2011

SECONDARY SCHOOL LEAVING CERTIFICATE (SSLC)  
GOVT OF KERALA, THIRUVANANTHAPURAM (India)

MALAYALAM I

MALAYALAM II

ENGLISH

HINDI

SOCIAL SCIENCE

PHYSICS  
 CHEMISTRY  
 BIOLOGY  
 MATHEMATICS  
 INFORMATION TECNOLOGY

10/06/2012–13/05/2014

**Board of Higher Secondary Examination**  
 Government of kerala, Thiruvananthapuram (India)

EQF level 3

English  
 Malayalam  
 Physics  
 Chemistry  
 Biology  
 Mathematics

Related document(s): Sajin Plus 2.pdf

PERSONAL SKILLS

Mother tongue(s) Malayalam

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B1	A1	B1	B1
Tamil	B1	B1	B1	B2	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

Communication skills Good communication Skills

Organisational / managerial skills Perfect job confidence

Job-related skills

- Commitment in all jobs
- Previous service experience as an asset.
  - Good communication skill and organizational skills.
  - Strong inter personnel and problem solving ability.
  - Highly responsible and reliable.
  - Ability to work well under pressure in a fast paced environment.
  - Ability to work cohesively with fellow colleagues as part of a team.
  - Ability to focus attention on guest needs, remaining claim and courteous at all times

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user		Basic user	

Digital skills - Self-assessment grid

## Basic Knowledge

Passport Number : M0125666  
Place of Issue : TRIVANDRUM  
Date of Issue : 15/07/2014  
Date of Expiry : 14/07/2024  
Place of Birth : NEDUMONCAVU ,KERALA

[Related document\(s\): Sajin Passport.pdf](#)

ANNEXES

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- Sajin Exp.pdf
- Sajin SSLC.pdf
- Sajin Passport.pdf
- Sajin Plus 2.pdf