



# Clive Chivunga

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## CONTACT

✉ clivechivunga@gmail.com

☎ +263 788371985

📍 101 street

3015 old Highfield Harare Zimbabwe

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## PERSONAL DETAILS

Nationality : Zimbabwen

Gender : Male

Place : Harare

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## SKILLS

● Professionalism.

100%

● Conflict resolution skills.

80%

● Multitasking

80%

● Customer service skills.

100%

● Verbal and written communication skill

80%

● to be thorough and pay attention to detail

100%

## OBJECTIVE

Experienced and enthusiastic Waiter with a passion for high standards, great communication and teamwork ,committed to bringing success to the team while remaining courteous and professional , confident with customer service and skilled in health and hygiene. Looking for a role in a friendly, professional environment.

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## EXPERIENCE

### Waiter

Rainbow Tours Hotel

September  
2021 - 2023

- I served food and beverages in a positive and friendly manner.
- I assisted with the complete setup and breakdown of the banquet area.
- I maintained a high level of cleanliness and awareness of sanitary practices.
- Anticipated guests' needs and exceed customer service expectations.
- I presented ordered choices in a prompt and efficient manner.
- Maintained dining ambiance with an enthusiastic attitude.
- Worked as part of a team to keep the dining room clean and organized during busy hours.
- Handled cash and credit card transactions and balanced cash drawer at the end of each shift.
- Contributed to the team effort by completing side work and other tasks as needed.

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## EDUCATION

High-school diploma

Herentals college

2016 - 2019

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## REFERENCE

### Ronald Mlotshwa - Rainbow Tours Hotel

Head of the Department

Ronaldmlotshwa@gamil.com

+263 776205878

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- Ability to work in fast-paced environments.

100%

- Team work

100%

Time management

100%

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## LANGUAGES

English Read :English Write :English

Shona Read Shona Write Shona

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Dear Hiring Manager

I am writing to express my interest in the position of waiter at your company. I am a highly motivated and dedicated individual with a strong work ethic and a passion for customer service.

As a waiter at Rainbow Tours Hotel, I was responsible for serving customers, taking orders, and providing a high level of customer service. I believe that my skills and qualifications make me a strong candidate for this position.

I have a high school diploma, and I am confident that my experience as a waiter will be a valuable asset to your team. I am eager to join your team and contribute to the success of your company.

Thank you again for your time and consideration. I look forward to hearing from you soon.



7 February 2024

To Whom It May Concern

**RE: REFERENCE LETTER FOR CLIVE CHIVUNGA**

This letter serves to confirm that Clive Chivunga ID number 63-2449263 A 47 was employed as a Waiter at Rainbow Towers Hotel and International Center a Division of the Rainbow Tourism Group in the Functions Department.

He was involved in work and tasks involved in the five-star Hotel. He proved to the organization that he can produce good results. Clive exhibited a very high degree of responsibility, dedication to duty and shows great passion for his job and we would recommend him for any future engagement.

Yours faithfully,

*T. Muteti*  
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**T. MUTETI**  
**HUMAN RESOURCES ADMINISTATOR**

HUMAN RESOURCES MANAGER  
THE RAINBOW TOWERS HOTEL  
1 PENNEFEATHER AVENUE  
P.O. BOX 3033, HARARE  
DATE 7/2/24