

Eddy Kininga Alluma

Accountant

Hard working and enthusiastic. A quick learner with excellent organization and communication skills. A responsible team player with a positive attitude and dedicated customer service. Well-disposed towards working abroad; adaptable, practical, self-starter with strong and likeable personality.

Employment History

Distributor at TAKEALOT, Cape Town, South Africa

MARCH 2013 – NOVEMBER 2013

Waiter at MOYO RESTAURANT , Cape Town, South Africa

JANUARY 2014 – MARCH 2015

Receiving Clerk/ Office Admin at Stodels Nurseries , Cape Town, South Africa

APRIL 2015 – DECEMBER 2018

F&B In Room Dining Waiter at PRE-OPENING HOTEL WALDORF ASTORIA DUBAI INTERNATIONAL FINANCIAL CENTER, DUBAI, UAE

FEBRUARY 2019 – JUNE 2021

- **IRD Waiter:** Creating exceptional experience to show everyone the culture is in hospitality, and our commitment to delivering unforgettable experience to every hotel, every guest, everyone.
- Have a deep understanding and knowledge of all the foods and drinks on the menu, the ability to recommend combinations of foods and drinks and also to sell alternatives.
- Provide exceptional service to every guest by delivering a 5 star dining experience.
- **IRD Order Taker:** Responsible for answering all telephone calls and prioritizing said calls.
- Should have very good telephone etiquettes.
- Write down all information's clearly. Highlight special requests.
- Received frequent customer compliments for going above and beyond normal duties.



Details

Kinshasa , Congo, The Democratic Republic of the
+243850052568

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Skills

Microsoft Office Word

Microsoft Excel

Teamwork

Fast Learner

Languages

English

French

Swahili

Hobbies

Wrestling

Head Waiter at MONDRIAN HOTEL , Doha-Qatar

OCTOBER 2022 – JULY 2024

- Responsible for providing hospitality to customers through excellent customer service as well as ensuring 100% customer satisfaction.
- Welcome every guest with a friendly and warm smile.
- Maintained excellence in the wait staff by training all new waiters up to standards.
- Developed and maintained positive working relationships with others to reach business goals.
- Demonstrated genuine hospitality while greeting and establishing rapport with guests.
- Guided guests through menus while demonstrating thorough knowledge of the food, beverages
- Supervised waitstaff, managed weekly schedule, ensured guest service standards were being maintained by staff.

Accountant at Mille et une Merveille , Kinshasa

JULY 2024 – PRESENT

- Prepare financial statements and reports for multiple real estate properties.
- Analyze property income and expenses and provide accurate accounting for rental and leasing operations.
- Manage accounts payable, including processing invoices and issuing payments to vendors.
- Manage accounts receivable, including monitoring tenant payments and following up on delinquent accounts.
- Stay up-to-date with industry trends and changes in regulations.
- Perform monthly accounting calculations for the company, including incoming balance and outstanding debts, to balance what the company received for an entire month.

Education

Matric at St Michel, Kinshasa

SEPTEMBER 2000 – SEPTEMBER 2006

High School Diploma in Commercial (DRC)

UNIKIN , Kinshasa

SEPTEMBER 2008 – SEPTEMBER 2009

Faculty of Economic (DRC)

ISC/GOMBE, Kinshasa

NOVEMBER 2010 – NOVEMBER 2011

Faculty B.com

Courses

Computer Literacy at CERSE

Waitron Certificate at NL Personal