

**Patsy
Smith**

Address

4594, Fleming Way,
Chester, VA – 23831

Phone

(123) 456 7899

Email

info@hloom.com

Career Objective

Seeking a position as a cashier in a reputable organization

Qualification

ACMA

Brentwood College of Commerce – 2010

GPA: 3.4

Post Graduate Diploma in Finance

Queen Elizabeth College - 2011

GPA: 3.5

Work Experience

Phoenix International

Customer Service Cashier

December 2011 – February 2013

Responsibilities

- Operate cash register
- Redesigning of checkout procedures
- Handling online banking transactions
- Attending to customer's cash related issues and finding effective resolutions
- Handling cash, check, and credit card transactions
- Recording daily transactions

Achievements

- Employee of the year Award – 2012
- Increased customer satisfaction level by 25%

Professional Skills

- Excellent skills in Mathematics and Statistics
- Accounts management
- Bookkeeping
- Excellent team player
- Excellent written and verbal skills

- Time management
- Good knowledge of MS Excel
- Attention to details
- Knowledge of ForEx trading

Hobbies & Interests

- Traveling
- Tennis