

John Smith

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Objective

To obtain an employment as a cashier in a reputed retail company with possible future opportunities in the allied customer service areas.

Qualification Highlights

- Excellent communication skills in written and spoken English.
- Efficient in sorting out all the services and products related complaints quickly.
- Data oriented, self-starting and target centric.
- Adapting quality with the changing need.
- Non stop working ability.

Professional Experience

O.K. Holmes Departmental Store, MA 2008 to Present

Cashier

- Responsible for balanced cash draw at close of shift.
- Responsible for managing all the credit card and cash transactions in department store environment.
- Daily closed store properly and secured building.
- One from the two cashiers's who held a building key.

Jack Flowers & Gifts Shop, MA 2007 to 2008

Cashier

- Managed all transactions, via phone and in person for this upscale floral boutique.
- Handled high volume sales successfully.
- Maintained thorough knowledge of store merchandise to provide helpful advice to customers.

Education

Adam College of Arts, Carlisle, MA 2007

B.A., Arts

Skills

- Customer Relations
- Filing
- Billing
- Back and Front Office Operations
- Workflow Management
- Managing E-mail
- Records Management
- Regulator Reporting & Communications
- Process Simplification