

Full Name

[Street, City, State, Zip] | [Phone] [Email Address]

CASHIER

■ Overview

Over six years of cashier experience; maximized work opportunities to develop proactive and courteous customer approach using good communication skills, mathematical aptitude and computer knowledge.

Key Skills and Qualifications:

Sound knowledge of cash management principles and account balancing.

Knowledge of accounting, bookkeeping and mathematics for data entry assignments.

Multitasking without losing focus – Can deal with constant interruptions from customers and work under pressure.

Can manage internal/external relations successfully.

Good problem solving attitude.

Coursework in bookkeeping.

High School Diploma

Objective – Seeking a stable position in a reputed financial firm, so that I can use my experience and knowledge for mutual benefits and growth.

■ Work Experience

Cashier Big-Box Market Boston, MA 2007 – Present

Responsibilities and Performance

Processed transactions quickly and efficiently – Maintained a friendly and cordial relationship with the customers by greeting them and assisting them with all relevant issues.

Provided customers with outstanding service and assisted them in solving their queries and doubts.

Created a friendly/positive impression at the checkouts – Educated customers about new schemes and promotional activities that could benefit them.

Refilled supplies and shopping bags and verified cash register balances.

Maintained registers and all books related to cash transactions and kept them up to date.

Updated the database regularly by manually documenting all transactions in the registers as well as the computer system.

Monitored all the cash reserves and ensured adequate cash reserves in all stations.

Adhered to security procedures.