Cashier Resume Template

The Cashier Resume Template delivers a method of presentation for job seekers attempting to gain a cashier position. Cashiers will have to demonstrate, on paper, abilities such as handling large sums of money under a variety of circumstances, to adhere to regulations and policies, as well as their proficiency in customer relations. In addition, this information must be presented professionally and in an eye catching matter. A cashier positon is a highly sought after job as it attracts a wide berth of people and thus the job search is likely to be a highly competitive one. One must have an exceptional resume to stand out among such a large segment of job seekers.

The Cashier Resume Template primarily deals with formatting and allows job seekers to focus their energies upon the content they must supply the template. A set format with predetermined sections will also allow for multiple revisions in a relatively short amount of time. Since very little needs to be revised when customizing a previously completed template resume the margin for error regarding common mistakes is likely to drop significantly. The Cashier Resume Template is an advantageous tool to utilize when seeking an interview for a sought after cashier position.

-Retail Cashier Resume Template

The Retail Cashier Resume Template provides a valuable advantage to job seekers engaged in a difficult search for sought after positions. The primary function of the Retail Cashier Resume Template is providing users several pre-determined sections which contain information recruiters expect to see when reviewing an inquiry.

Job seekers who take advantage of the template should be prepared with their job history, a reasonable amount of free time, and a general knowledge of how to phrase statements in a professional manner. Once a Retail Cashier Resume Template has been filled out it may be used repeatedly as is or customized for a specific employer’s requirements. It is generally understood that a quick response with an above average resume will often result in an in-person interview.

-Restaurant Cashier Resume Template

The Restaurant Cashier Resume Template can supply job hunters with an impressive presentation method for their employment history and credentials. It is imperative when submitting an inquiry to a job listing, that a candidate puts their best foot forward with professional looking resume. That is, they must make a good first impression on the potential employer on paper.

A well-constructed resume with some well thought out content can be instrumental in gaining an interview with a desired employer. Job hunters with the foresight to have a readily available and completed resume that is easily revised when reviewing employment opportunities have a clear cut advantage over their counterparts. This level of organization and a high quality resume will help most candidates shine through a resume that will gain them an interview with a potential employer.

-Grocery Store Cashier Resume Template

The Grocery Store Cashier Resume Template is a formatted document with sections specifically designed for attaining a staff position as a grocery store cashier. Job seekers wishing to achieve an interview will need to display a reasonable amount of knowledge and/or experience in such areas as customer relations, problem solving techniques, accuracy with a large volume of cash, and an ability to communicate clearly and quickly with other members of a team. While some employers will require a strong background in one area but not necessarily another or even have some very unique requirements, job seekers will often have to adapt on the fly when job hunting.

The purpose of any template is to provide a standard and above par structure in which an applicant can directly address the issues listed in the job requirements section of a listing. This heightens the chance for a quick turnaround when an opportunity presents itself and increases the chances in attaining an interview.

-McDonald’s Cashier Resume Template (in addition have the McDonald’s job application)

The McDonald’s Cashier Resume Template is geared towards applying to this notable establishment. McDonald’s has a reputation for being a very fast paced environment while enjoying a reputation of providing long term employment, short term employment, full-time positions, and flexible schedules. Naturally this may potentially attract applicants from all segments of the population and thus job seekers faced with a daunting race to the finish line.

While McDonald’s does have its own application for the inquiry process, those who provide a clear and easy to read resume will stand out among their competitors. In addition to the bare necessities and the limited space for additional information a tightly packed or crowded application will actually detract from a skilled candidate’s application by simply being difficult to read. Therefore, a resume that is catered specifically to showcasing one applicant’s skill set and experience will be an eye-catching document in a pile of application. It should be noted, the McDonald’s Cashier Resume Template constructed resume must accompany a McDonald’s application as it is a necessary part of McDonald’s paperwork. However, those who fill out and submit a McDonald’s Cashier Resume Template along with a McDonald’s application are likely to have the opportunity for an in-person interview at an establishment of their choice.

-Fast Food Cashier Resume Template

The Fast Food Cashier Resume Template can make a candidate shine out among others in a highly competitive field. The fast food cashier position can be used by employees as a long term career goal, a gateway career and a resume builder. This means that applicants will be competing with others who have a strong background in this career as well as those who may be considered entry level but may have a considerable array of skills and will fit an employer’s need perfectly.

When a candidate first composes a resume they are faced with the difficult problem of balancing a visually attractive document with one that showcases a significant number of skills. Generally speaking, the more organized one is when facing such a task the more likely one will be to accomplish the task. Thus, a template specifically geared towards such a task can be particularly instrumental in finding this balance.

Users will need to have their information ready and set aside some time to fill out the sections in the Fast Food Cashier Resume Template. This is not a task that should be rushed through. The more time and energy one puts into entering their content the higher their chances of attaining an interview.

-Wal-Mart Cashier Resume Template

The Wal-Mart Cashier Resume Template is geared for those seeking an employment opportunity in Wal-Mart. This company has been a monolith of providing long term employment with definitive perks for its employees as well as providing part-time employment. This makes cashier positions there some of the most sought after in areas where they have a store. In order to remain a competitive and viable candidate that is taken seriously, applicants must conduct a definitively organized job search which can result in immediately seizing an opportunity. Utilizing a template with a proven standardized format enables such a search.

The Wal-Mart Cashier Resume Template will have several sections to be filled. All the content required must be entered, especially in the work history section. It is important to keep the language used within all the content fields active and engaging. WalMart will require candidates to possess an impressive set of skills ranging from problem solving techniques to team support thus, make sure to be in the mind frame of highlighting your most powerful strengths and most notable acheivements.

**Sample Cashier Resume Objective Statements - Paragraph Format**

*Enthusiastic cashier with x years’ experience and a strong track record of accuracy and reliability seeking a responsible cashier position in a busy working environment. Proven communication skills and extensive product knowledge ensure each customer receives outstanding service delivered in a professional and friendly manner.*

*Proficient cashier looking for an opportunity in a results-driven workplace. Motivated team player with a proven track record of providing a fast checkout while maintaining high levels of accuracy and customer service. Quick to learn new technology and develop in-depth product knowledge. Verifiable reliability, including weekend and night shifts.*

**Sample Cashier Resume Objective Statement - Bullet Format**

*Positive and hard-working cashier who offers the following skills:*

* *Track record of quickly and accurately scanning and bagging all items in an efficient and polite manner.*
* *Able to successfully resolve customer concerns and answer questions using in-depth service and product knowledge and a tactful approach.*
* *Self-directed with a commitment to upholding the company's standards and values with integrity and passion*

The McDonald’s Cashier Resume Template is geared towards applying to this notable establishment. McDonald’s has a reputation for being a very fast paced environment while enjoying a reputation of providing long term employment, short term employment, full-time positions, and flexible schedules. Naturally this may potentially attract applicants from all segments of the population and thus job seekers faced with a daunting race to the finish line.

While McDonald’s does have its own application for the inquiry process, those who provide a clear and easy to read resume will stand out among their competitors. In addition to the bare necessities and the limited space for additional information a tightly packed or crowded application will actually detract from a skilled candidate’s application by simply being difficult to read. Therefore, a resume that is catered specifically to showcasing one applicant’s skill set and experience will be an eye-catching document in a pile of application. It should be noted, the McDonald’s Cashier Resume Template constructed resume must accompany a McDonald’s application as it is a necessary part of McDonald’s paperwork. However, those who fill out and submit a McDonald’s Cashier Resume Template along with a McDonald’s application are likely to have the opportunity for an in-person interview at an establishment of their choice.

Step 1. Enter your name in the top left area of the page. Select tab then enter your street address. Select tab then enter your phone number and email.

Step 2. Compose one sentence clearly stating the intention to obtain a cashier position and how hiring you would be a benefit. Place this in the “OBJECTIVE” Section.

Step 3. Make a list of your experience, strengths, and achievements. Place each item next to a bullet in the “Summary of Qualifications” Section.

Step 4. Create a list of positive contributions that you have provided your previous employers. Each item should have its own bullet. Place this in the “Key Accomplishments” Section.

Step 5. If you have won any awards or gained notoriety in some manner place this in the “Other Achievements” Section.

Step 6. The “Relevant Experience” section will be a list of your previous employers. Each employer must have its own entry. Enter the name of the employer, location, years employed with, and your job title there in the appropriate fields. Compose a specific list of duties and accomplishments you were responsible for in each employment position you held in the appropriate entry.

Step 7. In the “Education” Section, enter the name and location of where you earned a degree. Include the type of degree earned and (if the score is reasonably impressive) the final grade average.

Step 8. If you have any abilities or are proficient in areas not previously mentioned, enter these in the “Additional Skills” section.

McDonald’s job application

|  |  |  |
| --- | --- | --- |
| Andy Garcia | 3 North StreetCouncil Buffs, IA 33334 | (999) 941-9999andy @ email . com |

OBJECTIVE: Looking for a position as a Cashier with McDonald’s utilizing extensive experience in managing cash counter while providing exceptional customer service.

SUMMARY OF QUALIFICATIONS
• 5+ years’ experience in cashiering and customer service
• Well-versed in maintaining an assertive awareness of the areas around the cashier’s booth
• Proficient in assisting accounts personnel with locating and reconciling data
• Expert in typing and keyboarding
• Proven ability to use various software applications such as Microsoft Office Suite and spreadsheets
• Demonstrated attention to detail and ability to work in a self-directed manner

KEY ACCOMPLISHMENTS
• Fulfilled the company’s defined customer experience by maintaining a friendly and customer focused approach
• Promoted organization’s programs such as warranty sales, score-card, and private label credit card alike
• Provided timely and appreciable customer service, increased revenue by 30%
• Changed cash register handling process which increased efficiency by 20%
• Maintained and imparted knowledge of cashiering procedures
• Kept work area clean by utilizing appropriate cleaning standards
• Managed, counted, verified, and reconciled daily sales which reduced losses by $20000

OTHER ACHIEVEMENTS
• Improved store accounting system through creative ideas and overhauling the previous haphazard cash management system
• Attained Employee of the Year award following customers’ feedback in proving excellent service

RELEVANT EXPERIENCE

K-Mart – Council Buffs, IA | Apr 2009 – Present
Cashier

• Greet customers as they arrive and direct them to merchandise they need
• Assist customers with buying decisions when required
• Operate cash register and adding machine in order to manage cash for sold items
• Calculate discounts as appropriate
• Tag items for price and expiry date
• Stock items when required
• Balance all transaction at the end of the day for cash reconciliation

Southwestern Regional Medical Center – Tulsa, OK | June 2007 – Apr 2009
Junior Cashier

• Managed deposits
• Balanced accounts receivable checks
• Recorded received transactions
• Maintained electronic remit programs

EDUCATION
The University of Tulsa – Council Buffs, IA
Bachelor of Science in Accounting
GPA: 3.71

ADDITIONAL SKILLS
• Sound mathematical background
• Good organizational and multitasking skills
• Bagging, cleanliness and sanitation
• Stand and walk for extended periods of time

Retail Cashier Resume Template

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Job seekers who take advantage of the template should be prepared with their job history, a reasonable amount of free time, and a general knowledge of how to phrase statements in a professional manner. Once a Retail Cashier Resume Template has been filled out it may be used repeatedly as is or customized for a specific employer’s requirements. It is generally understood that a quick response with an above average resume will often result in an in-person interview.

Step 1. On the top of the page, on the first line, enter your full name. Then on the following lines your street address, phone number, and email address.

Step 2. The Objective section is where you will state your intention to obtain the position being applied to and positive qualities you can bring to the position

Step 3. The Work Experience section is strictly to report information regarding your previous employers and duties with them. The first line of an employer entry should contain the name, city and state of the employer you worked for. The following line should contain a date range for when you were employed with that company. If you had a specific job title, you may but this below the date range. The rest of the entry should be a list of your duties or responsibilities. Also if you contributed in some manner of notoriety include this here. Make this a bulleted list. If there are more than one previous employers list them in descending chronological order.

Step 4. The Education section is where you will divulge your academic information. This should include the name of the schools you attended, the city and state, the year of graduation and the type of degree you earned.

Step 5. The Technical Skills section will be where you enter you’re the computer programs, and or machines you are familiar with.

Step 6. The Core Competencies section is where you will enter personal qualities that you possess that may be valuable to an employer. (i.e. punctual).

Step 7. If you have references, state they are available in the Reference section. If not, then delete this section.

**YOUR FULL NAME**

Your mailing address
Your phone numbers
Your email address

**Objective**

*Examples:*

Seeking a position as a cashier in an established company.

A cashier position in a company that recognizes hard work and reliability as central to successful job performance.

To secure the position of cashier in a busy work environment.

**Work Experience**

**Cashier**

Sports Authority, New York, NY

February 2013 - Date

* help customers in person and telephonically
* deal with customer inquiries and complaints
* process sales and payments
* issue refunds and credits
* process returns and exchanges
* balance sales and receipts
* maintain records of all transactions
* wrap merchandise
* monitor inventory
* assist with product display and pricing

**Cashier**

Kmart, Staten Island, NY

October 2012 - January 2013 (seasonal job)

* processed sales and service transactions at the cash wraps
* handled customer issues
* restocked returned items
* balanced money in cash register with sales data

**Education**

Staten Island Technical High School, NY

High School Diploma 2012

**Technical Skills**

* MS Word
* Data entry skills
* Numeracy skills
* Cash management

**Core Competencies**

* communication skills
* accuracy
* customer service skills
* problem-solving
* honesty
* reliability
* flexibility

**References**

Available on request

The Restaurant Cashier Resume Template can supply job hunters with an impressive presentation method for their employment history and credentials. It is imperative when submitting an inquiry to a job listing, that a candidate puts their best foot forward with professional looking resume. That is, they must make a good first impression on the potential employer on paper.

A well-constructed resume with some well thought out content can be instrumental in gaining an interview with a desired employer. Job hunters with the foresight to have a readily available and completed resume that is easily revised when reviewing employment opportunities have a clear cut advantage over their counterparts. This level of organization and a high quality resume will help most candidates shine through a resume that will gain them an interview with a potential employer.

Step 1. On the first line at the top left side of the page place your name, address, phone/cell number, and email. Make sure this information is up to date. It is standard practice to add an effect to make the name more noticeable. For instance, one may wish to bold the name or list it as a slightly larger font.

Step 2. The first section of the resume, the “Objective” section, should contain one to four simple but professionally toned statements declaring the applicant’s intention to obtain the position being applied to and what the candidate can bring to the table if hired.

Step 4. The “Skills” section is a basic bullet list of abilities and proficiencies. The contents of this section should be directly applicable to the listing of requirements in the job listing being answered.

Step 5. The “Work Experience” section is the main stage of most resumes. Here, the job seeker will report on their professional history. The candidate should list the name of a past employer, its location, the dates employed, and the job title held. Below this should be the duties performed there which should go under the subheading “Responsibilities.”

Step 6. The “Education History” section is the academic history of the applicant. This section will require the name of the school attended, location, degree/certificate earned, and graduation date.

Step 7. The “References” section is where the candidate confirms he or she has references available. If none are, do not include this section in the resume. You may close it with the “Education” center.

Grocery Store Cashier Resume Template

**John Smith**
987 Apple Street
New York, New York, USA
Telephone Number: 212-324-4324
E-mail Address: John.Smith@gmail.com

**Objective:** To obtain a cashier position where I can utilize my excellent math skills, take care of daily money transactions and work with a variety of customers.

**Skills:**

* Excellent mathematical skills
* The ability to organize a variety of filing systems
* Vast computer knowledge and ability to work with the latest software
* Knowledge of accounting and cash handling software
* Sharp thinking skills and ability to handle difficult situations
* Ability to learn new skills at a fast pace
* Excellent customer service skills and record with previous employers
* Willing to take on additional responsibilities

**Work Experience:**

**Whole Foods, Brooklyn, New York**
**Head Cashier**
**January 2010 – Present**

Responsibilities

* Working cash registers to check out customers
* Training newly hired cashiers
* Overseeing all cash transactions
* Balancing the cash inventory on a daily basis
* Using mathematical skills to fix cash register errors

**Hard Rock Cafe, Manhattan, New York**
**Head Cashier**
**January 2008 – January 2010**

Responsibilities

* Handling all cash and credit transactions that took place in the dining space
* Responsible for stick piling the inventory on a daily basis
* Developed a restaurant-specific inventory for easier restaurant management
* Trained the new cashier, wait staff and hostesses of the restaurant
* Maintenance of all restaurant accounts

**Shop Rite, Brooklyn, New York**
**Cashier**
**January 2006 – January 2008**

Responsibilities

* Handling cash and credit transactions at cash registers
* Possess a friendly personality with all customers
* Assist customers in taking advantage of sales
* Use coupons effectively

**Education History:**

American School, Manhattan, New York
General High School Diploma
2002 – 2006

Cashier Training Course, Brooklyn, New York
Certificate in Money Management
2006

**References:**

Available on request

The Restaurant Cashier Resume Template can supply job hunters with an impressive presentation method for their employment history and credentials. It is imperative when submitting an inquiry to a job listing, that a candidate puts their best foot forward with professional looking resume. That is, they must make a good first impression on the potential employer on paper.

A well-constructed resume with some well thought out content can be instrumental in gaining an interview with a desired employer. Job hunters with the foresight to have a readily available and completed resume that is easily revised when reviewing employment opportunities have a clear cut advantage over their counterparts. This level of organization and a high quality resume will help most candidates shine through a resume that will gain them an interview with a potential employer.

Step 1. The top of the page will be reserved for a job seekers Name and Contact Information. This should be up to date and remain so for some time after submitting the job inquiry.

Step 2. The first section which is typically known as the ‘Objective’ section will be under the heading of the job title (in this case “Cashier”) this will be a statement or two regarding the purpose of the inquiry.

Step 3. The “Core Competencies” section is a three column bullet list of all the abilities and skills that would come into play in a Restaurant Cashier Positon that a candidate possesses

Step 4. The “Key Accomplishments” section is specifically for concrete achievements or notoriety that the candidate has earned.

Step 5. The “Professional Experience” is one’s work history. This will be where a candidate may report upon their previous employments. An applicant should divulge the name of a previous employer, location, dates employed, job title and their duties there.

Step 6. The “Education” section is where any degrees, diplomas, or certificates earned should be reported. This information should contain the name of the learning institution (if applicable), location, type of diploma or certificate earned, and the year it was awarded.

Restaurant Cashier Resume Template

Fredrick Joel

370 Warren Lane • Novi, MI 76332 • (009) 333-2222 • fredrick @ email . com

CASHIER

Offering quality and excellence in cashiering and customer service.

Goal-oriented, alert multitasker with extensive experience in cashiering and customer service. Self-starter with a demonstrated ability to scan items quickly and handle money while providing exceptional customer service. Known to go the extra mile for clients and coworkers. Able to solve problems with a multifaceted perspective. Record of following employer’s policies and procedures. Expert in MS Word and Excel. Bilingual: English/Spanish

CORE CASHIERING COMPETENCIES

|  |  |  |
| --- | --- | --- |
| – Cash Drawer Handling | – Cash Flow | – POS Operations |
| – Discrepancy Removal | – Bill Generation | – Reconciliation |
| – Merchandize Display | – Inventory Maintenance | – Transaction Processing |
| – Wrapping & Packaging | – Gift Cards | – Bagging |

KEY ACCOMPLISHMENTS
• Implemented POS based transaction processing systems that enhanced billing and cashiering accuracy by 40%
• Cut down waiting time for customers by 3 minutes on average through leveraging quick and effective automated bill generation mechanisms
• Balanced cash drawer for the previous 6 months and removed all discrepancies within a fortnight of hiring

PROFESSIONAL EXPERIENCE

SPROUTS FARMERS MARKET, Novi, MI
Cashier, 6/2011 to Present
• Process and generate bills, accept cards and cash for payment of the same
• Process POS and balance cash drawer on daily basis
• Participate in end year inventory and cycle counts

DOLLAR TREE, Novi, MI
Retail Sales Associate, 4/2009 to 5/2011

• Assisted cashier in execution of merchandizing and billing operations
• Processed and replenished merchandise and ensured stock availability on the assigned floor
• Guided customers and provided them with highest quality of customer service

EDUCATION
G.E.D | ABC SCHOOL, Novi, MI, 2009

The Fast Food Cashier Resume Template can make a candidate shine out among others in a highly competitive field. The fast food cashier position can be used by employees as a long term career goal, a gateway career and a resume builder. This means that applicants will be competing with others who have a strong background in this career as well as those who may be considered entry level but may have a considerable array of skills and will fit an employer’s need perfectly.

When a candidate first composes a resume they are faced with the difficult problem of balancing a visually attractive document with one that showcases a significant number of skills. Generally speaking, the more organized one is when facing such a task the more likely one will be to accomplish the task. Thus, a template specifically geared towards such a task can be particularly instrumental in finding this balance.

Users will need to have their information ready and set aside some time to fill out the sections in the Fast Food Cashier Resume Template. This is not a task that should be rushed through. The more time and energy one puts into entering their content the higher their chances of attaining an interview.

Step 1. Enter your Full Name and Contact Information beginning on the first line at the center of the page.

Step 2. The Objective section should be comprised of one to three statements. Compose a sentence or two regarding your intention of attaining the position and why the recruiter should consider your inquiry.

Step 3. The Summary of Qualifications section will be a listing of skills, achievements, and notoriety that the candidate possesses. Each of these should have its own bullet.

Step 4. The Professional Experience section is reserved for a candidate’s work history. Here, list all of your employers, employers’ city and state, job title and dates employed. Following this, enter the duties you were responsible with each employer. The overall list of previous employers should be in descending chronological order.

Step 5. The Education section will be the job seekers academic credentials. Report the schools you attended, what you majored in, and the graduation year. List any specific degrees, diplomas, certificates, or awards earned as well.

st Food Cashier Resume Template

**Full Name**

**Address**

**Phone/Cell**

**Email**

**Objective**

A Cashier position with the opportunity to contribute to the efficient operation of the company, and to earn advancement through on the job performance.

**Summary of Qualifications**

* High self-motivation
* Fast learner and flexible
* Dependable
* Cashier training
* Customer service experience
* 10-key proficient

**Professional Experience**

**Name of Employer City, State**

**Job title Start Date – End Date**

* **(Example)**Provided customer service, operated cash register, maintained a clean work area, priced and organized merchandise.
* **(Example)**Developed ability to work in a fast-paced atmosphere.
* **(Example)**Maintained excellent client relations and developed client rapport.
* **(Example)**Diplomatically resolved customer’s complaints on as-needed basis.
* **(Example)**Ability to follow instructions well and make decisions with little or no supervision.
* **(Example)**Delegated responsibilities to employs to meet company’s expectations.
* **(Example)**Effectively developed telephone communication skills and consistently met quotas.

**Education**

School Name – Major – Year Graduated
Honorable Mentions

The Wal-Mart Cashier Resume Template is geared for those seeking an employment opportunity in Wal-Mart. This company has been a monolith of providing long term employment with definitive perks for its employees as well as providing part-time employment. This makes cashier positions there some of the most sought after in areas where they have a store. In order to remain a competitive and viable candidate that is taken seriously, applicants must conduct a definitively organized job search which can result in immediately seizing an opportunity. Utilizing a template with a proven standardized format enables such a search.

The Wal-Mart Cashier Resume Template will have several sections to be filled. All the content required must be entered, especially in the work history section. It is important to keep the language used within all the content fields active and engaging. Wal-Mart will require candidates to possess an impressive set of skills ranging from problem solving techniques to team support thus, make sure to be in the mind frame of highlighting your most powerful strengths and most notable achievements.

Step 1. Enter your name and contact information in the top left hand corner of the page.

Step 2. The “Overview” section will be a summary of your professional experience and skill set. This should be a general overview composed of one to three statements. Under the sub heading “Key Skills and Qualifications” write a specific list of your abilities and accomplishments as they relate to the job description.

Step 3. The next section, “Objective,” must by your statement of intention. This is one to three sentences noting the purpose of the resume and what you bring to the table.

Step 4. Gather your employment records, then under the “Work Experience” heading, report previous job titles you have held, the employer at the time, said employer’s location, and the date range of your employment. In addition, list your contributions, accomplishments, and standard duties you were responsible for while employed there.

Step 5. Close the resume with the “Education” section. This is simply any degree/certificate you earned with supporting information such as the name of the school and year the degree/certificate was awarded.

lMart Cashier Resume Template

**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 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.
* 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.

**■ Education**

**Degree School Name Year**