

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.

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 City, State

Year