Fredrick Joel

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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