Full Name

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

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**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