

# Richard Clinton

## Cashier resume

### KNOWLEDGE OF

*Counting cash  
Customer service  
Operating a cash register  
Up-selling  
Taking credit card payments  
Checking a customer ID's  
Updating account details  
Cashing cheques  
Building a rapport*

### CAREER OBJECTIVE

A well presented and responsible young person who has a warm way with people, and is more than able to meet customer expectations in terms of efficiency, accuracy, timeliness and professionalism of response. Richard is able to meet deadlines and complete tasks accurately and efficiently. He has superb communication skills and can easily engage in conversation with customers, building rapport and asking questions in order to get a better understanding of their needs. He is looking for a suitable position with a responsible employer.

### ACADEMIC QUALIFICATIONS

<b>Coventry North College</b>	<b>2011 - 2012</b>
Diploma in Customer Service	Pass
<b>Birmingham South High School</b>	<b>2008 - 2011</b>
Maths	Pass
English	Pass
Geography	Pass
Physics	Pass

### CASHIER SKILLS ACQUIRED WHILST STUDYING

- Delivering an exceptional cashier service through excellent customer servicing, sales and transactional processing.
- Ability to deal with large transaction volumes.
- Taking money, checks, electronic payments, and coupons from the customer and giving back the correct change.
- Being responsible for accuracy of a till & keeping the till safe, tidy and clean.
- Working efficiently under pressure.
- Identifying common fraud/errors/irregular transactions.
- Using hands to scan items, operate cash register, and bag orders.
- Performing basic math computations, such as addition subtraction, and division.

### PERSONAL SKILLS

*High levels of concentration  
Accurate keyboard skills  
Sound judgement  
Honesty  
Integrity  
Professional appearance  
Strong numerical skills*

### KEY COMPETENCIES

- Identifying and addressing customer needs.
- Building and maintaining good relationships with customers.
- Following instructions and seeking advice if required.

### HOBBIES & INTERESTS

Richard enjoys reading fiction and is a member of a local library basedreading club. He has made many friends there and they often organise trips to the countryside as well as museums and other places of interest.

### PERSONAL DETAILS

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### REFERENCES

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