

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

PERSONAL SKILLS

High levels of concentration

Accurate keyboard skills

Sound judgement

Honesty

Integrity

Professional appearance

Strong numerical skills

PERSONAL DETAILS

*Richard Clinton
Dayjob Ltd
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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

Coventry North College	2011 - 2012
Diploma in Customer Service	Pass
Birmingham South High School	2008 - 2011
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.

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 based reading club. He has made many friends there and they often organise trips to the countryside as well as museums and other places of interest.

REFERENCES

Richard Jones
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