# Katharine Jones

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# Summary

To obtain the position of cashier

# Work Experience

## DESCON (PVT) Limited – Customer Care Cashier December 2010 – January 2012

* Handling cash flow between various branch offices of DESCON
* Dealing with customers politely
* Handling payments by customers in the form of cash, check, and credit cards
* Keeping accurate records of credit sales
* Verification of availability of goods before confirming a purchase order
* Receiving phone calls from customers
* Prompt solutions for issues raised by customers regarding sales
* Updating Cash Register

# Qualification

## Cashier Training Institute – NY – Diploma in Applied Accounting 2010

* GPA: 3.6/4.00

# Professional Skills

* Excellent in Accounts
* Good in PR development
* Ability to make effective sale transactions
* Excellent verbal and written skills
* Good knowledge of MS Excel, MS Word, and MS Outlook
* Greeting customers in a polite and friendly manner

# Personal Skills

* Excellent communicator
* Punctual and Regular
* Excellent in Mathematics and Statistics

# Hobbies

* Strategy games like Chess
* Listening to business news
* Taking long drives
* Gardening

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