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Keith More

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# Work Experience

Newland Pizza Hut Miami, FL

Cashier April 2011 – April 2012

Responsibilities

* Making customers feel welcomed
* Taking customers’ food orders in a polite and professional manner
* Receiving payments in form of check, cash, or credit card
* Tallying food items served and cash received at the end of a day
* Maintaining balance of accounts
* Resolving payment issues raised by customers
* Keeping record of credit transactions
* Contacting customers in case of insufficient funds
* Building excellent business rapport with customers through polite and friendly attitude

# Related skills

* Excellent knowledge of Accounting
* Ability of identifying counterfeit currency
* Good working experience with various account related software
* Giving attention to detail
* Effective techniques and strategies for handling disputes
* Strong communication skills
* Friendly attitude

# Achievements & Rewards

* Reduced the time required to respond to customer orders by introducing effective techniques at Newland Pizza Hut (2011 – 2012)
* President of debating society at Prime Institute of Commerce (October 2009 – June 2010)

# Education

Prime Institute of Commerce Miami, FL

Post Graduate Diploma in Accounts June 2010

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