#

# Kelly Meeker

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# Summary

To obtain a cashier position in a software company

# Work Experience

## Expert Systems Private Limited – CA – Cashier Customer Service 2010 – 2012

***Responsibilities***

* Receiving payments from clients in the form of cash, check, and credit card
* Recording receipts in cashbook on daily basis
* Receiving customer telephone calls related to transactions
* Updating the cost of different software as decided by upper management.
* Reimbursing travel expenses to marketing personnel for official trips
* Reconciling checkbooks
* Assisting customers in the packing of goods sold

***Achievements and Awards***

* Customer Satisfaction Award 2011
* Participated in the annual company’s software exhibition at Pearl Continental Hotel September 2011

# Professional Skills

* Excellent knowledge of Sales and Inventory
* Good knowledge of International Currencies
* Time Management
* Team Player

# Education

## National College of Commerce – Diploma in Accounts August 2010

* GPA: 3.8/4.00

# Personal Skills

* Excellent Communicator
* Cooperative
* Responsible

# Hobbies and Interests

* Stock Exchange Fluctuation
* Traveling
* Keeping up with Current Affairs

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