# Katharine Jones

3886 – Duncan Avenue, New York, NY – 10011

Phone: (123) 456 7899

Email: info@hloom.com

# 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

**Copyright information - Please read**

© This [**Free Resume Template**](http://www.hloom.com/resumes/) is the copyright of Hloom.com. You can download and modify this template for your own personal use to create a resume for yourself, or for someone else. You can (and should!) remove this copyright notice ([click here to see how](http://www.hloom.com/resumes/how-to-format-word/)) before sending your resume to potential employers.

You may not distribute or resell this template, or its derivatives, and you may not make it available on other websites without our prior permission. All sharing of this template must be done using a link to <http://www.hloom.com/resumes/>. For any questions relating to the use of this template please email us - [info@hloom.com](mailto:info@hloom.com)