John M. Anderson

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PROFILE: Dedicated, practical, and passionate professional seeking a position of Cashier with Houston City Grocery store utilizing the following qualifications and strengths:

• Over 2 years of experience as a Cashier in retail sector

• Thorough understanding of cash handling procedures

• Pleasant appearance together with a professional behavior

• Sound information of retail practices

• Skilled in using barcode readers, scanners and computers to enter cash and billing information

SKILLS

• Good attention to detail

• Excellent skills in math and arithmetic

• Outstanding ability to communicate information effectively

• Actively in search of ways to assist people

• Profound ability to use logic and reasoning to make out the strengths and weaknesses of substitute solutions

• Excellent capability to use computers for data entering purpose

• Professional in dealing with loads of cash and petty change

• Ability to stand for extended durations

PROFESSIONAL EXPERIENCE

2009 – Present

Star Grocery Store, Houston TX

Grocery Store Cashier

• Receive payment from customers by cash and credit cards

• Issue receipts, refunds, credits, or change outstanding to customers

• Establish and categorize prices of goods by means of calculators, cash registers, or optical price scanners

• Calculate total payments received all through a time period, and reconcile this with sum of sales

• Resolve customer complaints if required

• Calculate money in cash drawers at the beginning and the ending of shifts to make sure that amounts is accurate and that there is sufficient change

• Welcome customers entering in grocery store

• Maintain spotless and arranged checkout areas of grocery store

• Weigh items sold to verify prices

EDUCATION

High School Diploma – 2002

LANGUAGES

Bilingual; English and French