**NYARKO**

**NYARKO.351244@2freemail.com**

 **CASHIER**

**SUMMARY**

• Customer service-oriented individual with 6 years’ extensive experience of working as a cashier in retail settings
• Well-versed in handling sophisticated POS systems along with providing advice to customers, with a view to close sales
• Demonstrated expertise in using sophisticated equipment such as scanners to scan purchases
• Proficient in balancing cash drawers and handling associated discrepancies to ensure that they do not affect end accounting procedures
• Competent in providing customers with product information with a view to maximize sales
• Adept at processing cash and credit and debit card payments by ensuring accuracy of transactions

**AREAS OF EXPERTISE**

|  |  |
| --- | --- |
| • POS Control | • Basic Bookkeeping |
| • Bank Deposits | • Checkout Monitoring |
| • Price Identification | • Exchange and Return Processing |
| • Cash Accounts Management | • Complaint Handling |
| • Cash Drawer Balancing | • Shelves Stocking |
| • Wrapping and Bagging | • Carry out Services Management |

**PROFESSIONAL EXPERIENCE**

Goil Ghana Limited (Supermarkets) | Mar 2013 – Present
**Grocery Store Clerk / Cashier**
• Implement a sophisticated POS system which greatly reduced the chances of cash errors
• Introduce a cash drawer balancing system, reducing discrepancies by 59%
• Work as a store clerk for 2 months in the absence of an employee and brought sales up by 24%
• Retain an important client who was dissatisfied by the way he was handled by providing him monthly discount coupons
• Greet customers and ensure that they are being serviced by a store representative
• Check prices of goods on the specific requests of customers and sales representatives
• Welcome customers who arrive at the cash counter and ring their purchases on the POS
• Total bills and provide customers with a figure that they need to pay
• Process cash and credit and debit card payments and ensure that change and receipts are provided
• Assist in bagging groceries or instruct baggers to properly bag items according to their type and weight
• Arrange for purchases to be delivered to customers’ vehicles and process returns and exchanges according to company policies
• Balance cash drawers at the end of each shift and ensure that any discrepancies are handled immediately

JANEANN SUPERMARKETS | Jan 2010 – Mar 2013
**Bagger**
• Bagged customers purchases by ensuring that items are packed in the right types of bags
• Carried out customers’ purchases to their cars and gathered any stray trolleys
• Assisted store clerks in unpacking and displaying items on shelves
• Cleaned and maintained all counters and cash points
• Assisted in servicing returns and exchanges by providing logistical help such as determining dates of purchase

**EDUCATION**

**Top University College Diploma Business Administration (Accounting)
Asin Manso Secondary School Wassce**