

**Curriculum Vitae**

Jarrie

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**PERSONAL SUMMARY**

A hard working, well-mannered and friendly Cashier/Teller/Customer Service Receptionist with positive attitude to work. Able to uphold high standards of customer service and speed whilst at the same time adhering to a company’s regulations and procedures. Experience of working in a fast-paced retail environment and having a proven track record of working under pressure.

**PROFILE**

Name: Jarrie

Date of Birth: 04th December 1979

Gender: Female

Marital Status: Single

Nationality: Gambian

**EDUCATION**

* 1993-1998 – St. Joseph’s Senior Secondary School, WASSE.
* 1998 – 1999 – Gambia Technical Training Institute, Certificate Secretarial Duties.
* 1999 Pitman Qualifications, Certificate, English for Business Communication Level 2.
* 1999 Pitman Qualifications, Certificate, Word Processing.
* 2009 O.G. Financial Services Ltd, Certificate, Fraud Agent 1.0 ENG.
* 2013 – 2016 Eco bank Virtual Banking Institute.
* 2016 – Bankers Chattered Association.

**WORK EXPERIENCE**

* 1999 – 2000 Gambia International Airport – IT Trainee & Receptionist.
* 2000 – 2002 Kombo Beach Hotel – Accounts Clerk proceed to Secretary to the General Manager.
* 2002 – 2003 Customs & Excise Duties – receptionist (GPA).
* 2003 – 2004 ALCO (G) Ltd. Secretary to the Managing Director.
* 2004 – 2011 O. G. Financial Services Bureau – Cashier/Supervisor MoneyGram, Western Union Transfer.
* 2012 – 2016 Eco bank (G) Teller Bulk Teller/Customer Service, ATM custodian/ Vault Custodian.

**DUTIES AND RESPONSIBILITIES**

* Provide customers, a personalized, friendly and efficient cashiering service.
* Taking payments from customers via cash, cheques and credit cards.
* Entering purchases into cash register then calculating the total purchase price.
* Responsible for the accurate and timely allocation of cash.
* In charge of daily cashbook management and also bank reconciliations.
* Banking a large volume of cheques and cash daily.
* Recording of monies received and paid out.
* Helping to resolve customer complaints.
* Training new cashiers.
* Sorting, counting, and wrapping currency and coins.
* Receiving savings deposits & withdrawal and verify signature.
* Help customer in all bank products and services.
* Assisted customers with opening new account.
* Handled vault, safe keys and ATM keys.
* Paying customers with POS Machine.

**AREAS OF EXPERTISE**

* Branch Cashiering
* Customer facing
* Computer literacy
* Doing repetitious work accurately

**PERSONAL SKILLS**

* Numerate
* Friendly manner
* Smart appearance
* Highly motivated
* Patient

**KEY SKILLS AND COMPETENCES**

* Enjoy working with figures.
* Able to follow a routine and adhering to procedures.
* Engaging in continuous learning in order to broaden knowledge and experience.
* Able to remain calm and relaxed under pressure.
* Highly focused on providing customers with a good experience.