

# Linda Harris

## Cashier

### AREAS OF EXPERTISE

*Branch cashiering*

*Customer facing*

*Cash handling & counting*

*Computer literacy*

*Doing repetitious work accurately*

### PROFESSIONAL

*First Aid Certificate*

### PERSONAL SKILLS

*Numerate*

*Friendly manner*

*Attention to accuracy and detail*

*Smart appearance*

### PERSONAL DETAILS

*Linda Harris  
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Coventry  
CV66 7RF*

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*DOB: 12/09/1985*

*Driving license: Yes*

*Nationality: British*

### PERSONAL SUMMARY

A hardworking, well mannered and friendly cashier with a positive attitude to work. Able to uphold high standards of customer service and speed whilst at the same time adhering to a companies regulations and procedures. Experience of working in a fast paced retail environment and having a proven track record of working under pressure for instance i.e. when long lines form or when unexpected mishaps occur such as miss-priced items. A quick learner who can quickly obtain a good knowledge of all the products available in a store.

Now looking for a suitable cashier position with a ambitious and reputable company.

### WORK EXPERIENCE

#### *Supermarket – Coventry*

CASHIER June 2008 - Present

Working on a cash register in a large busy store providing a high quality, customer driven service and acting as the first point of contact for customers. Helping to build the business by engaging in a polite and friendly way with every customer.

#### *Duties:*

- Providing customers a personalised, friendly and efficient cashiering service.
- Taking payments from customers via cash, cheques and credit cards.
- Entering purchases into a 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.
- Identifying potential sales leads and referring them to colleagues. .
- Recording of monies received and paid out.
- Preparing BACS and TT payments using the online bank system.
- Undertaking till balancing & administration activities in an efficient manner.
- Helping to resolve customer complaints.
- Assisting with shelf stacking, sticking prices on items etc.
- Training new cashiers.
- Sorting, counting, and wrapping currency and coins.
- Compiling and maintaining monetary and also non-monetary reports and records.
- Balancing cash in the till with receipts.

### KEY SKILLS AND COMPETENCIES

- 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.

### ACADEMIC QUALIFICATIONS

NVQ Customer Service level 2

*Nuneaton North College 2006 - 2008*

A levels: Maths (A) English (B) Technology (B) Science (C)  
*Coventry Central School 2000 - 2006*

REFERENCES – Available on request.

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