

JANET GANADEN

5321 Campling Avenue, Regina Saskatchewan, Canada, S4W 0L5

+13065707864 | janetscot325@gmail.com

PROFESSIONAL SUMMARY

Energetic, hardworking cashier valued for fast, friendly service and accuracy in handling customer transactions. Address customers' needs while quickly moving them through the check-out process. Passionate about serving others and eager to take on new responsibilities and leadership roles.

WORK EXPERIENCE

- **ASSISTANT CASHIER / OFFICE CLERK** Oct 2007 - Jan 2024
Dalisy Rice Mill and Company Incorporated - San Quintin, Pangasinan, Philippines, 2444

- Quickly and accurately count drawers at the start and end of each shift
- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store
- Maintain clean and tidy checkout areas
- Maintain files and records so they remain updated and easily accessible
- Undertake basic bookkeeping tasks and issue invoices, checks etc.
- Calculating the cost of products or services
- Calculating and returning change for cash transactions
- Answering customer questions about products or services and providing recommendations based on customer needs
- Ensured that all guests received a warm greeting at the register, thanks for their patronage and offer of assistance to their vehicles.

EDUCATIONAL BACKGROUND

- **TERTIARY** 1999-2004
Lorma Colleges - San Fernando City, La Union, Philippines
Bachelor of Science In Information Technology

SKILLS AND COMPETENCIES

- Familiarity with electronic equipment, like cash register and POS
- Ability to calculate sales and change quickly
- Maintain a positive attitude and focus on customer satisfaction in a fast-paced environment
- Accountability and accuracy in reconciling sales receipts and records
- Customer service skills to maintain positive customer relationships, encourage customer loyalty and resolve conflicts
- Attention to detail to maintain accurate inventory and transaction records
- Ability to handle transactions accurately and responsibly.
- Helpful, courteous approach to resolving complaints.