



JASKIRAN KAUR

Cashier

Contact

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Skills

Customer assistance

Product and service sales

Time management skills
Upper intermediate

Order taking
Upper intermediate

Written and verbal communication
Upper intermediate

Currency counting

Punctual and honest Cashier with solid background in every environments. Satisfies customers with exceptional service. Uses slow periods effectively to stay on top of daily chores while pursuing opportunities to help team improve service and reduce waste. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Work History

2021-10 - Current	Cashier <i>Parco supermarket llc, Dubai ,Dubai investment park</i> <ul style="list-style-type: none">• Answered questions about store policies and addressed customer concerns.• Helped customers complete purchases, locate items and join reward programs.• Worked flexible schedule and extra shifts to meet business needs.• Collected and authorized payments of guests.• Provided friendly service and assistance to clients promote customer loyalty, satisfaction and sales.• Processed customer refunds and exchanges according to established guidelines.• Tallied cash drawer at beginning and end of each work shift.
2018-09 - 2019-02	Receptionist Assistant <i>Orane International beauty and wellness institute, Phagwara,Punjab</i> <ul style="list-style-type: none">• Managed multi-line telephone system and greeted claimants during office visits.• Maintained order and cleanliness of reception area for professional and inviting atmosphere.• Answered central telephone system and directed calls accordingly.• Confirmed appointments, communicated with clients and updated client records.• Prepared, collected and distributed outgoing and incoming mail and packages.• Manage cash and payments of clients or students moreover looking attendance reports .
2017-11 -	Order Taker,Cashier

Advanced

Customer Relations

Advanced

Payment collection

Advanced

Product knowledge

Upper intermediate

Cash Handling

Advanced

Software

Ms Office, Ms Word, Ms Powerpoint, Ms Excel, Animation, Graphics, Making reports.

Languages

Punjabi, Hindi, English

Upper intermediate

2018-03

Domino's Company, Phagwara, Punjab

- Checked outgoing orders for accuracy before delivery.
- Helped customers complete purchases, locate items and join reward programs.
- Entered orders into computer system quickly and in proper sequence.
- Answered questions about store policies and addressed customer concerns.
- Provided friendly service and assistance to clients promote customer loyalty, satisfaction and sales.
- Collected and authorized payments of guests.
- Offered immediate, friendly and knowledgeable assistance to every guest.
- Tallied cash drawer at beginning and end of each work shift.
- Relayed additional meal requirements, dietary restrictions, allergies and special requests to kitchen staff clearly and accurately.
- Reviewed new promotions and monitored price changes.
- Mentored new team members on sales software system operation.

Education

2014-03 -

Matriculation

2015-03

Govt. girls. sen. sec School - India , Punjab

2015-03 -

12TH

2016-04

SDKMV Sen Sec School - India, Punjab

2017-08 -

Cosmetology Education

2019-03

Orane International Institue - India, Punjab

2022-11 -

Computer ,Accounting Tally,

2023-02

NCM Education Center