** CURRICULUM VITAE**

**Name : NAMUBIRU GLORIA**

**Nationality : Ugandan**

**Marital status : married**

**Visa status : Visit Visa**

**Email address : namubirugloria44@gmail.com**

**Mobile number : +971 524463701**

POSITION CASHIER

**CAREER OBJECTIVES**

I have a vast experience of 2years in this particular field.

Pursuing a career in a challenging and professional environment that could provide an opportunity for learning and professional advancement .

To work with full dedication and honesty for my organization and devote my full potential for the purpose of organization.

**KEY COMPETENCE**

* Ability to learn and work under minimum supervision
* Ability to work with commitment, team work and hard working
* Moderating, good interpersonal and communication skills

**EMPLOYMENT HISTORY**

Experience: 2Year KENJOY

Position : **Cashier** 2019-2021

Location : Kampala Uganda

**Duties and Responsibilities**

• Welcome customers who enter the restaurant and ensure that they are being looked after by waiters  
• Ascertain that menus display the correct pricing and tax information  
• Change prices or tax information on menus as per instructions from the management  
• Operate cash machines and POS to calculate customers’ bills  
• Check bills to see if the correct amount has been displayed and print them out  
• Place printed bills in folders to be presented to customers  
• Answer customers’ questions regarding billed items  
• Record totaled amounts, including expenses in restaurant’s database  
• Inform customers about available modes of payments  
• Take cash payments in exchange of services rendered  
• Process credit and debit card payments and ensure that customers sign receipts  
• Assist waiters and servers during rush hours by packing takeaways and leftovers  
• Keep track of inventory and ensure that restaurant supplies are ordered on time  
• Count cash in the cash register at the end of each shift and ensure that it tallies  
• Sort, count and wrap currency and coins and arrange for them to be deposited to the bank  
• Ascertain that there is sufficient change available at the beginning of each day  
• Post charges against customers’ accounts and follow up with them for payments

**EDUCATION BACK GROUND**

* High school

**LANGUAGES**

**Fluent in English (written and spoken)**

**Hobbies:** Reading, Travelling, Interacting with different origins.

**CONCLUSION & DECLARATION:**

I hereby certify that the above mentioned Statement is correct & true to the best of my knowledge & belief.