** 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.