

# Muhammad Fahad/

Retail Cashier



## EDUCATION

Bachelor Of Commerce  
in 3<sup>rd</sup> Semester

Allama Iqbal Open University,  
Islamabad, Pakistan.

Diploma In Commerce  
May 2023



## KEY SKILLS

Microsoft Office



Mail Chimp



Software's



Google Workspace



## ADDITIONAL SKILLS

English

Typing speed of 30 WPM

Problem solving

Team leadership



## PROFILE

I am Retail Cashiers work at the checkout areas of retail stores and are responsible for handling transactions fast and accurately. I Retail Cashier describes duties like greeting customers, collecting payments, using scanning devices, I am answering To customer inquiries, I accepting customer returns, and counting the money in the cash drawer. I Essential qualifications listed on a Retail Cashier resume include strong numeracy skills, attention to details, customer service orientation, courtesy, and teamwork. I am Cashiers hold a high school diploma or the equivalent.



## PROFESSIONAL EXPERIENCE

### Retail Cashier.

2024 –

Imtiaz Mega,

- I Greeted customers and determined their specific needs by following up and generating repeat business by encouraging customers to return Successfully sell smart plans, credit cards applications, and reward cards on the daily basis Maintained an accurate cash draw of over \$1500 per shift Packaged customer purchases in an organized fashion I Effectively utilized resources to successfully complete projects
- I Organized shelves and displays Demonstrated proficiencies in telephone within a high-volume environment. Addressed concerned/upset/angry guests researched and rapidly solved. Consistently praised by management for the quality and timeliness of reports, attention to detail, exemplary customer service delivery and team-player attitude. I explain all details of payment method to the customers.
- I Established or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners. Answered customers' questions, and provided information on procedures or policies. Calculated total payments received during a time period, and reconcile this with total sales. Assisted with duties in other areas of the store, bagging and carrying out customers' items. I Maintained clean and orderly checkout areas and completed other general cleaning duties, such as mopping floors and emptying trash cans.

### Cashier

2021

Carrefour

- I Manage and process sales transactions, interface with customers, and provide a high-quality dining experience for guests

(+92) 325-0101044.

Vehari, Punjab, Pakistan. 61100

Ranamuhammadfahad1@gmail.  
com

- I Maintain order accuracy and timely fulfilment for to-go orders
- I Complete training in the internal point-of-sale (POS) system and third-party delivery apps, such as UberEats and DoorDash
- I contribute to increased sales by upselling add-ons and desserts.
- I Manage and process sales transactions, provide quality service to customers, redeem coupons, educate customers on promotions, and support a 7% overall increase in repeat business
- I Educate customers on rewards programs and benefits to improve enrolments by over 15%
- I Maintain a balanced register with 100% accuracy.

### ***Key Skills and Proficiencies***

- |                            |                       |
|----------------------------|-----------------------|
| • Cash handling            | Cash management       |
| • Client relations         | Communication         |
| • Conflict resolution      | Cross-selling         |
| • Customer service         | De-escalation         |
| • POS systems              | Quantitative analysis |
| • Retail sales             | Return processing     |
| • Reward program promotion | Upselling             |

### **Education**

#### **High School Diploma**

High School, Govt College Of Commerce,

June 2023 GPA 3.2

### **Key Skills**

- De-escalation and Conflict Resolution Techniques
- Cash Handling
- Customer Service
- POS Systems
- Team Management

### **Certifications & Training**

- Retail Sales Conference,
- Safe Cash Handling Certification,



**Dear Hiring Manager,**

I'm applying for your company's recent cashier opening that you posted on [Website]. With five years of experience at major retail stores, a bachelor's degree, certification, I believe my credentials make me a great match for this role.

Currently, I'm a head cashier at in Imtiaz, Mega, where I've built a reputation for excellent job performance — receiving top ratings every year since joining the store. I Moreover, since joining the Best Buy team in 2023, I've helped train 15 new cashiers on POS cash register operation, customer service, and record keeping.

For nearly a decade, I've demonstrated outstanding accuracy, customer service, and professionalism, evident by the following:

I Processed an average of 2,000 cash register transactions per month, suffering zero overages or shortages for 3 consecutive years

I Provided swift, tactful service to almost 100 customers daily, contributing to a significant increase in the store's Yelp rating from 4.3 to 4.7 over the last 12 months

I Awarded Employee of the Month 11 times in 4 years, receiving the distinction 3 times in the past year alone

In addition to my experience, qualifications, and skills, I'm someone who thoroughly enjoys being a cashier. On numerous occasions I've filled in for sick colleagues, and I usually give a helping hand during the holiday season (it's a busy but fun time of year).

I'm thrilled at the prospect of joining your team, and striving to not only maintain the stellar service at [Company], but improve it. You can reach me by phone at +92 325-0101044 or via email — [ranamuhammadfahad1@gmail.com](mailto:ranamuhammadfahad1@gmail.com).

Thank you for your time and consideration.

Sincerely,

[Muhammad Fahad]

Best regards,