

# Richard Dokyi

Cashier

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## Objective

Looking for a stimulating role where I can leverage my skills and knowledge to drive positive change and exceed organizational goals.

## Personal Information

Gender : Male

Nationality : Ghanaian

Date of Birth : 02.10.1989

## Education

**Accra Polytechnic**  
Higher National Diploma

**Aug 2014 – Aug 2017**

**Saint Francis Senior High Technical School**  
High School Diploma

**Oct 2007 – May 2011**

## Experience

### Cashier

Thechill River Resort

**Oct 2019 – Apr 2021**

- 1. Prepare, Examine And Analysis Accounting Records, Financial Statement And Other Financial Report. 2. Examining The Expenses Submitted By Employees. 3. Creating Company Financial Report With The Above Information. 4. Prepare Daily Sales Report On All Service Outlet.

### Porter

Transguard/Dnata

**May 2021 – Continue**

- 1. Position Of Chocks Behind Aircraft Tires Upon Arrival. 2. Position Of Connes Infront Of The Aircraft Engine Upon Arrival. 4. Offload And Loading Of Baggages. 5. Connecting Of Ground Power Unit (GPU) And PC Connection To The Aircraft Upon Arrival.

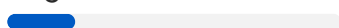
## Reference

### General Manager

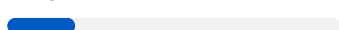
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- The Chill River Resort
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- juliusapele@gmail.com

## Language

English



Akan



# Skills

- Communication Skills
- Customer Service
- Leadership
- Organization
- Problem Solving
- Teamwork
- Ability to work under pressure

# Signature

A handwritten signature in black ink, appearing to read 'Rokya' with a stylized flourish underneath.