



# OGUNGBOLA DAMILOLA KEMI

## Cashier

### SUMMARY

Seeking a challenging cashier position in a progressive and dynamic organization, where my knowledge, skills & work experience could be utilized in the most productive, innovative & resourceful manner and provide growth, training and career development opportunities in the field.



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### KEY COMPETENCE

- Enthusiastic, self-motivated and understanding
- Excellent customer service skills and multi-tasking
- Strong desire to help people
- Excellent interpersonal and communication skills
- Creative, patient and persuasive
- Leadership and entrepreneurial skills
- Makes rapport to create loyal and satisfied customers

### EDUCATION

AKUTE GRAMMAR SCHOOL:

JUNIOR SECONDARY SCHOOL (JSS) 2006- 2009  
AKUTE GRAMMAR SCHOOL:

SENIOR SECONDARY SCHOOL LEAVING CERTIFICATE (SSCE)  
YEAR: 2009-2012

FEDERAL POLYTECHNIC ILARO:  
ORDINARY NATIONAL DIPLOMA (OND)  
BANKING AND FINANCE.  
YEAR: 2012-2014

ABRAHAM ADESANYA POLYTECHNIC:  
HIGHER NATIONAL DIPLOMA (HND)  
BUSINESS ADMINISTRATION MANAGEMENT.  
YEAR :2016- 2018

### CAREER

2019 - 2021

The Palms Shopping Mall , Lagos ,Nigeria  
**CASHIER**

Responsibilities:

- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issue receipts, refunds, change or tickets
- Cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store
- Maintain clean and tidy checkout areas
- Track transactions on balance sheets and report any discrepancies
- Bag, box or gift-wrap packages
- Handle merchandise returns and exchanges

2016-2019

IKEJA CITI MALL ,LAGOS ,NIGERIA

**Cashier**

Responsibilities :

- Greet customers when entering or leaving the supermarket
- Completes guest check-in procedures
- Clarifies customers question or concerns about the charges on the bills
- Attends meetings as required
- Maintains a track of all high balance guests
- Check and follow up on all bills on hold
- Give on the Job training for new staffs
- Follow up on all deposit dues / deposit to be paid.
- Dispenses guest records after the guest checkout
- Balances department totals at the close of the shift.