

FRED SMITH

McKinney Avenue

Nassau, Bahamas

Phone: (242) xxx-xxxx

Email: fredsmith@email.com

OBJECTIVE

Enthusiastic and detail-oriented professional with over 5 years of experience in customer-facing roles, seeking a position as a Bank Teller at Bahamas Bank. Known for excellent communication skills, accuracy in handling transactions, and dedication to providing high-quality customer service. Eager to bring a strong work ethic and attention to detail to support the daily operations of Bahamas Bank and contribute to a positive client experience.

PROFESSIONAL EXPERIENCE

Sales Associate

ABC Retail Store, Nassau, Bahamas

March 2021 – Present

- Processed customer transactions accurately, handling cash, credit, and debit payments while maintaining a balanced cash drawer.
- Provided excellent customer service by assisting clients with product inquiries, returns, and store policies, enhancing overall customer satisfaction.
- Achieved monthly sales targets consistently, receiving positive feedback from customers and management.
- Trained new employees on customer service techniques and point-of-sale (POS) system, contributing to a well-informed and efficient team.

Customer Service Representative

XYZ Electronics, Nassau, Bahamas

2019 –2021

- Assisted customers with product questions, returns, and exchanges, ensuring a positive customer experience in a fast-paced environment.
- Managed inventory restocking, organized displays, and provided product recommendations to improve customer satisfaction.
- Developed strong problem-solving skills by resolving customer complaints and addressing inquiries.
- Recognized as “Employee of the Month” for exceptional customer service and accuracy in handling transactions.

Cashier

123 Supermarket, Nassau, Bahamas

2017 –2018

- Processed high volumes of customer purchases and payments with accuracy and efficiency.
- Ensured proper handling of cash, balancing the register at the end of each shift with minimal discrepancies.
- Built rapport with customers and provided assistance with locating products, contributing to repeat business.
- Maintained cleanliness and organization of the checkout area to enhance the store's image and customer experience.

EDUCATION

High School Diploma
Nassau High School, Nassau, Bahamas
Graduated: 2016

SKILLS

- *Customer Service Excellence*: Skilled in creating a positive customer experience, addressing client inquiries, and resolving issues efficiently.
- *Cash Handling & Accuracy*: Proficient in handling cash, balancing registers, and ensuring transaction accuracy.
- *Sales & Product Knowledge*: Knowledgeable in upselling, product recommendations, and meeting sales targets.
- *Communication*: Excellent verbal communication skills, able to effectively engage with clients and team members.
- *Organizational Skills*: Detail-oriented, with a focus on accuracy and efficiency in managing tasks.

REFERENCES

Available upon request.