**GINNY CHOW**

|  |  |
| --- | --- |
|  |  |
|  | Fanling | 6123 2010 | ginny.chow@gmail.com |

Summary

|  |  |
| --- | --- |
|  |  |
|  | Well-presented, trustworthy expert in serving as a cashier with 2+ years of experience. Efficient, accurate, timely and professional in responding to customer expectations when processing payments, with excellent conversational skills. |

Experience

|  |  |
| --- | --- |
|  |  |
|  | Cashier, JY Concepts Limited Jun 2012 - Present   * Provided quality cashiering counter service to 150+ customers daily, ensuring procedures and workflows were in adherence to all guidelines and policies * Maintained and recorded daily payment transactions of $200K on average and ensured the accuracy and precision of reconciliation reports * Greeted and offered frontline help to walk-in customers with solid product knowledge and memorable sales and customer service * Managed the distribution of vouchers, gift cards or membership cards to relevant customers according to their accumulation of gift points * Coordinated with other staff from 15 regional branches for the exchange of information on stock numbers of particular products * Increased sales revenue by 15% in 2013 by promoting various customer loyalty programs such as reward points system and membership cards |

Education

|  |  |
| --- | --- |
|  |  |
|  | HKU School of Professional and Continuing Education, 2010-2012Associate of Business Administration - Applied Economics |

skills

|  |  |
| --- | --- |
|  |  |
|  | Microsoft Office (Word, PowerPoint, Excel & Access) |

languages

|  |  |
| --- | --- |
|  |  |
|  | Cantonese (Native)　　English (Proficient)　　Mandarin (Intermediate) |

AVAILABILITY

|  |  |
| --- | --- |
|  |  |
|  | One month’s notice |