**GINNY CHOW**

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

Summary

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|  | 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

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|  | Cashier, JY Concepts LimitedJun 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
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Education

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

skills

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

languages

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

AVAILABILITY

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|  | One month’s notice |