# ROBERT SMITH

## Dollar General

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## SUMMARY

As a Dollar General, responsible for Reporting damages and/or vendor compliance issues to supervisor, Partnering with supervisor to resolve problems or discrepancies.

## SKILLS

Planning Skills, Cash Officer.

## WORK EXPERIENCE

**Dollar General**
ABC Corporation - 2015 – 2015

- Handled all customer payment and credit transactions.
- Responsible for the daily balancing and reconciling of cash office account/s.
- Handled daily bank deposits.
- Assisted the Office Manager and/or General Manager with various clerical duties as needed.
- Attended meetings and trainings as scheduled.
- Performed basic administrative and other duties as assigned.
- Maintained the appearance of the showroom & work area.

**Dollar General**
Delta Corporation - 2012 – 2015

- Cashier, stocking Skills Used Customer service, learned new skills.
- Cashier , stocking cleaning Accomplishments i did the best i can do i do that with any job iv had Skills Used cashier , phone , counting money , .
- ringing up the merchandise, providing correct change.
- Checking customers out,stocking,maintenance,etc.
- Take money for purchases and put up stock.
- Stock and run register.
- Dollar General Filling orders for stores on demand Proficiently make sure each item went to the correct store Forklift operation certification Reach .

## SCHOLASTICS

- Diploma

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