

Holiday Clerk Assistant

ROBERT SMITH

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Objective

Have a long-range experience working for one of the country's major retail company with a wide range knowledge in HR Processes, POS System and an excellent customer service provider. Proficient in MS Word, Excel, and Outlook, HRIS such as IBM Kenexa Brassring and Oracle/Taleo Peoplesoft. Also willing and able to learn new technological and/or manual systems processes faster than the average.

Skills

MS Word, MS Office, Excel, Outlook, HRis, Hr Policies & Procedures, Human Resources, POS.

Work Experience

Holiday Clerk Assistant

ABC Corporation - December 2015 - January 2016

- Performs any variety of sales and customer services at a retail window or lobby, which may include selling postal products and services, accepting and delivering packages and mail.
- Provides sales and customer service support by greeting customers, offering assistance with product selection, and use of self-service kiosks.
- Maintains appearance of the store by arranging and replenishing displays and merchandise racks; ensures display and selling areas work stations, and storage areas are presentable to customers.
- Conducts product inventories by counting items on hand; attaches and removes security devices; accounts for items on display; and verifies and records sales floor inventory and shrinkage.
- Brings inventory discrepancies and shrinkage reports to the attention of the appropriate supervisory presence.
- Distributes and scans incoming and outgoing mail at a post office, branch, or station.
- Performs any variety of mail processing tasks such as preparing work area, loading mail onto automated equipment, removing mail from bins and placing into trays or containers, monitoring mail flow, and culling out non-processable items.

Holiday Clerk Assistant

Delta Corporation - 2012 - 2015

- Received, sorted and distributed mails and parcels/packages.
- Learned routes fast to be able to distribute mails/parcels accurately.
- Assisted carriers in their daily routines by sorting out parcels and distributing mails in their respective routes to make daily work flow faster.
- Skills Used Demonstrated can to attitude and sense of urgency to get the job done in timely manner and accurately.
- Collected and sorted mail.scanned mail.dispatched equipment.
- Distributes primary and one or more secondary schemes of incoming mail by delivery point based on a knowledge of the distribution scheme established .

- Distributes primary and one or more secondary schemes of outgoing mail for dispatch based on knowledge of current distribution schemes.

Education

Diploma - (Miami Central Senior High School)