

Service Department Cashier

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)
Address: 1737 Marshville Road,
Alabama.

Objective

To obtain a Service Department Cashier position within your organisation that requires the experience to exceed customer expectations and achieve organisation goals, Maintaining a clean and orderly store front appearance with excellent customer service skills, Ensuring that all work is done as per company policies and procedures, Preparing reports on sales, expenses, etc., to be submitted to management daily.

Skills

Computer : Proficient with MS Word, PowerPoint, Excel, Access, Quickbooks, Asset Keeper Pro, SAP, CashPro.

Work Experience

Service Department Cashier

ABC Corporation - January 2015 - 2022

- Collected all payments for service and parts department.
- Created purchase orders.
- Handled the deposit for service department through excel spreadsheets.
- Charged customer accounts and fleet accounts.
- Filed all repaired orders.
- Collected payments through extended warranty companies.
- Helped submit warranty claims to Chrysler.

Service Department Cashier

Delta Corporation - 2010 - 2015

- Editing/Coding repair orders, collecting/processing/inputting payment for repairs, contacting warranty companies for payment, filing, operating a .
- Standard cashiering procedures using online Chase Paymentech system, invoicing and closing open repair orders and parts invoices using ADP.
- Occasional use of Spanish language to assist clients with limited English.
- Bay Minnette, AL Handled all monetary transactions for the dealership as well as the automotive service department.
- Managed inventory and ordering of all office supplies for multiple Chuck Stevens dealerships.
- Processing and filing of all automotive Responsible for detailed data entry, flagging and closing repair orders, balancing register, greeting customers, submitting.
- Entering data into payment systems is a requirement for this position; other methods must be demonstrated as well.

Education

GED