[Your Full Name]

[Suburb, City]
[Cell number] · [email@example.com]
[LinkedIn, if you have one]

Availability: [Immediate / 2 weeks / 1 month]
Willing to work: [Shifts / Weekends / Public holidays]

PROFILE

Reliable retail cashier with experience processing cash, card and voucher payments, handling refunds within store policy, and supporting fast-moving queues with friendly service. Confident on POS systems, accurate with cash-ups and float counts, and comfortable helping customers with promotions and basic product questions.

KEY SKILLS

- Cash handling: float setup, change control, cash-ups, reporting discrepancies
- POS operation: scanning, voids, returns and refunds, vouchers, discounts
- Customer service: greeting, queue management, problem-solving, calm under pressure
- Merchandising support: shelf tidying, impulse items, price checks
- Store compliance: ID checks for restricted items (as required), loss prevention awareness
- Admin: daily paperwork, till slips, basic MS Office and email [if applicable]

WORK EXPERIENCE

Cashier – [Store name], [Mall/Suburb]
[Month Year] – [Month Year / Present]

- Processed about [X] customer transactions per shift on a POS system (cash, card, vouchers and mobile payments).
- Balanced the till daily by completing float counts and cash-ups; reported discrepancies immediately and followed store procedure.
- Handled refunds and exchanges within policy and escalated exceptions to the supervisor when needed.
- Kept queues moving during peak periods by preparing bags, confirming prices and guiding customers to the correct service point.
- Kept the till point clean, kept impulse items neat and helped with end-of-day closing tasks.
- Helped reduce shrinkage by checking high-risk items, keeping receipts and following loss-prevention steps.

Retail Assistant (part-time / seasonal) – [Store name], [City]
[Month Year] – [Month Year]

- Assisted customers on the shop floor, did price checks and supported promotions at the front end.

Free template from cvhub.co.za - build and share your CV for free

- Restocked shelves, rotated stock where needed and kept displays customer-ready.
- Relieved on tills during busy periods and followed supervisor instructions for discounts and returns.

EDUCATION

National Senior Certificate (Matric) – [School name], [Year]

[Highest qualification, if not matric] – [Institution], [Year]

CERTIFICATES (OPTIONAL)

[Customer service short course] – [Provider], [Year]
[Basic computer / MS Office course] – [Provider], [Year]

REFERENCES

[Name], [Job title], [Company]
[Cell number] · [Relationship, e.g. Store Supervisor]

[Name], [Job title], [Company]
[Cell number] · [Relationship]

Free template from cvhub.co.za - build and share your CV for free