
General Merchandise Clerk Resume

Job Objective

To obtain a General Merchandise Clerk position in a company that provides an open environment with many opportunities for continuous growth.

Work Experience:

General Merchandise Clerk, May 2004 – Present
Kroger , New York, NY

- Assisted customers with their selections and prepared products for display.
- Handled and displayed bakery merchandise in accordance with company standards and managed merchandise presentation, safety, sanitation, service and suggestive selling.
- Operated cash register to ring up customer purchases and handled PA system to make sale's announcements.
- Checked quality and quantity of incoming merchandise and reported damages.
- Assured that all boxes received are clearly and accurately marked.
- Reviewed and checked quantities of received merchandise.

General Merchandise Clerk, March 2002– April 2004
Safeway Inc., New York, NY

- Managed to mark price tags accurately and assisted with physical inventories.
 - Managed accurate cash handling at each shift, and adopted accurate procedures on all transactions.
 - Attended to customer's needs and complaints, helping them with merchandise and related queries.
 - Ensured re-stocking of merchandise and exhibit attractive displays.
 - Dealt with store maintenance – managed vacuuming, dusting, sweeping, taking out trash, etc.
 - Engineered straightening of store and displays.
-

Summary of Qualifications:

- Possess exceptional knowledge of products in the general store
 - Ability to communicate clearly, timely, and accurately
 - Listening well to instructions and following all orders precisely
 - Excellent verbal and written communication and great telephone skills
 - Excellent oral and written communications skills and Great telephone skills
 - Excellent ability to perform clerical duties such as filing, typing, faxing, answering phone
 - Typing speed of 50 W.P.M
 - Ability to lift up to 50 lbs
 - Ability to handle multiple tasks
-

Education:

Associate Degree in Accounting, Houston Community College, Houston, TX

[Build your Resume Now](#)