
Shop Keeper Resume

Job Objective

To obtain a position of Shop Keeper where my skills can be fully utilized.

Highlights of Qualifications:

- Hands-on experience in shop management, merchandizing and sales activities
 - Profound knowledge of business principles, cash handling and book keeping activities
 - Outstanding knowledge of product marketing and sales tactics and procedures
 - Familiarity with established customer service standards and practices
 - Ability to interact with all shop employees and customers, in an effective manner
 - Ability to work overtime and all shift-timings, as per given work-schedule
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Professional Experience:

Shop Keeper
Avis Budget Group, New Orleans, LA
August 2012 – Present

Responsibilities:

- Ordered, procured, and stocked all received shop items, in a proper manner.
- Opened, closed, and managed operations of the shop, as needed.
- Supervised and assisted with shop cleaning and product arrangement activities.
- Priced, promoted, and sold various products and items of the shop to the customers.
- Completed and maintained accurate shop-related paperwork and records.
- Greeted and interacted with all shop customers and visitors, in a courteous manner.

Shop Keeper
Boulder Cycle Sport, New Orleans, LA
May 2009 – July 2012

Responsibilities:

- Welcomed all shop visitors and assisted them in selecting appropriate products.
 - Operated cash register and handled all cash transactions, in an efficient manner.
 - Processed and documented all product sales, in an accurate manner.
 - Received, merchandized, and arranged all shop items for visual display.
 - Checked and counted all product inventories in the shop, according to established policies.
 - Cleaned, tidied, and maintained the visual appeal of the shop.
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Education:

Associate Degree in Business Administration
Suffolk County Community College, Selden, NY

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