
Tally Clerk Resume

Job Objective

To obtain a Tally Clerk position in a company that will allow me to grow with the company.

Work Experience:

Tally Clerk

Weight Watchers International, Sacramento, CA

May 2004 – Present

- Reconciled all tally batches to sales summary report.
- Managed to cross train on other responsibilities within the department.
- Administered strong data entry and keyboarding skills.
- Managed to consistently exceeds daily productivity goals.

Tally Clerk

Bi-Con Services, Inc., Sacramento, CA

March 2002– April 2004

- Processed and identified and resolved problem tallies.
 - Communicated field training issues to management.
 - Managed to take a positive approach when asked to assist in other department related tasks.
 - Exemplified a high level of talent by cross training on various departmental processes.
-

Summary of Qualifications:

- Ability to understand sales and cash balancing procedures
 - Good understanding of end tally process
 - Ability to identify and resolve problem tallies
 - Excellent interpersonal skills
 - Ability to maintain good attendance and punctuality
 - Ability to take a positive approach when asked to assist in other department related tasks
-

Education:

Associates degree in Accounting

Pima Community College, Tucson, AZ

[Build your Resume Now](#)