

Jamila Muawiya Adam

Counter Attendant

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Hard-working and trustworthy counter attendant prepared to contribute service-minded dedicated attitude to dynamic food service team. Expertly manages high-volume orders and completes assignments to meet customer demand and quality expectations.



Skills

- ◆ Accuracy and efficiency in taking orders and handling payments
- ◆ Ability to upsell and suggest menu items to customers
- ◆ Effective problem-solving for resolving customer complaints
- ◆ Strong teamwork and communication with kitchen staff and management
- ◆ Ability to adapt to changing situations such as a sudden influx of customers
- ◆ Proficiency with computers and POS systems
- ◆ Familiarity with food safety and sanitation protocols

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Work History

- ◆ **Jan 2022 Grocery and Foodstuff Seller**

- **Current** *Self-Employed, Accra*

- Managing sales of groceries and foodstuffs to students
 - Providing exceptional customer service and handling payments accurately.
 - Developing and maintaining strong relationships with students and suppliers to establish rapport and build trust.

- ◆ **Jul 2023 Mobile Money Vendor**

- **Feb 2024** *RK BARAZ ENTERPRISE, Accra*

- Maintained vigilance to prevent fraud.
 - Maintained accurate records on all transactions, payments, and correspondence with customers, ensuring transparency and compliance.

- ◆ **Jan 2021 Classroom Teacher**

- **Dec 2021** *Success Academy, Walewale*

- Collaborated with parents, administrators and counselors to develop improvement plans for struggling students.
 - Documented attendance, assignments, grades and participation for over 50 students.
 - Assisted students with their academic needs and provided support.

◆ **Aug 2017 Sales Representative**

- Dec *Hajjia Rahi Wholesale and Retail Store, Tamale*

2020

- Utilized MS Excel to manage products' information, track leads, and monitor sales.
- Efficiently used a POS system to serve customers and manage transactions in the shop.

◆ **Education**

◆ **Jan 2022 Bachelor of Science: Actuarial Science**

University of Professional Studies, Accra (UPSA) - Accra

◆ **Hobbies**

- Cooking
- Designing
- Reading