Jamila Muawiya Adam

Counter Attendant

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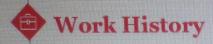
Hard-working and trustworthy counter attendant prepared to contribute service-minded dedicated attitude to dynamic food service team. Expertly manages high-volume orders a completes assignments to meet customer demand and quality expectations.



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

Familiarity with food safety and sanitation protocols



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 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 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 2020 Hajjia Rahi Wholesale and Retail Store, Tamale

- 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