BRIDGET CHAMA

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Lusaka, Zambia.
chamabridget201@gmail.com

PERSONAL PROFILE

Motivated and reliable professional with over 2 years of experience working as a Sales Assistant and Cashier in retail and hardware environments. Proven ability to deliver excellent customer service, handle cash transactions accurately, and support stock management and inventory control. Possesses strong communication, teamwork, and problem-solving skills, with a high level of honesty, attention to detail, and commitment to achieving organizational goals.

BIO DATA

D.O.B: 21/03/2007
N.R.C No: 396684/31/1
Gender: Female

EDUCATIONAL BACKGROUND

2024: Kombaniya Secondary School
Grade 12 Certificate

2020: Chakopo Primary School
Grade 9 Certificate

EXPERIENCE

10/2025-04/2026: Viskimanyika Hardware
Cashier

- Processed cash, mobile money, and card payments accurately and efficiently
- Issued receipts and maintained clear, up-to-date transaction records
- Assisted customers with inquiries, purchases, and product-related questions
- Balanced the cash register at the end of each shift and reported any discrepancies
- Maintained a clean, organized, and customer-friendly checkout area
- Ensured proper handling of cash and adhered to company financial procedures
- Provided courteous and professional customer service to enhance customer satisfaction

11/2024-11/2025: Kalborn Hardware Warehouse
Sales Assistant

- **Assisted customers in selecting appropriate products based on their needs**
- Provided product information and recommendations to support sales
- Organized, arranged, and labeled stock in storage and display areas
- Maintained cleanliness and orderliness of the shop floor and warehouse
- Supported stock replenishment and participated in inventory checks
- Built and maintained positive relationships with customers to encourage repeat business

- Assisted with loading, packing, and handling of goods when required

07/2022-06/2024: Elkorashy
Sales Assistant

- Responded to customer inquiries and provided accurate product information
- Promoted products and supported daily sales activities to meet targets
- Assisted in stock organization, labeling, and shelf arrangement
- Maintained a clean, safe, and organized working environment
- Supported receiving and unpacking of new stock deliveries
- Demonstrated honesty and reliability in handling assigned responsibilities
- Worked collaboratively with team members to ensure smooth daily operations

SKILLS

- Organizational skills
- Computer literate (Ms word, excel)
- Team player
- Self motivated
- Customer service
- Cash handling
- Sales support
- Product knowledge
- Order picking
- Material handling
- Time management

HOBBIES AND INTERESTS

- Reading books
- Traveling

REFERENCES

Bornface Kalaba
Manager
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