

Cong Zhang

Officer

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Languages

English (Fluent)

Mandarin (Native)

About

Enthusiastic postgraduate student with a positive attitude to work, seeking a part-time position. Able to work for up to 20 hours a week during term time and full-time during the holidays. I'm ready to work as soon as possible.

BRANDS WORKED WITH

Jinwen Dental Clinic

Machi milktea shop

Experience

● Cashier

Machi milktea shop | Sep 2023 - Now

Efficiently operated cash register, processed transactions, and handled cash, credit, and debit card payments. Provided excellent customer service by assisting customers in choosing menu items, explaining product details, and ensuring a pleasant experience. Maintained cleanliness and organization of the cashier area and helped in restocking inventory when needed. Collaborated with the team to ensure a smooth and efficient workflow during peak hours.

● Reception Officer

Jinwen Dental Clinic | Jun 2021 - Dec 2022

Greet and welcome patients and visitors with a friendly and professional demeanor. Manage the appointment schedule efficiently, confirming, rescheduling, and canceling appointments as needed. Maintain a clean and organized reception area, including patient forms, brochures, and magazines. Handle patient intake procedures, including completing necessary forms and documentation.

Education & Training

2023 - 2023

● University of Westminster

Master of Arts,