

**CURRICULUM VITAE**

M. Rakesh

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**Post Applied For: Cashier**

**OBJECTIVE:**

Seeking a challenging position in the field of Cashier C where I can apply my skills, in depth knowledge and experience with fully trained and highly graduated administrative staff with a vision towards contributing the continuous growth of the organization and my personal career.

**EXPERIENCE : 4 Years**

**PRESENT EMPLOYER:**

**DUBAI :**

Company : Ansar Mall, Hyper Market sharjah.

Designation ; Cashier

Duration : Jan 2014 to Feb. 2016.

**PREVIOUS EMPLOYER:**

**INDIA :**

Company : MANAPPURAM FINANCE LIMITED

Designation ; Accountant and Cashier

Duration : June 2010 to SEP 2011

**INDIA :**

Company : VARUN MOTORS NIZAMABD

Designation : CASHIER

Duration : SEP 2011 to MAR2012

**EDUCATION & QUALIFICATION :**

* Bachelor of Arts 2005-2008\*60%
* Higher Secondary Commerce 2003-2005 \*72%
* SSC \*65%

**SOFTWRE SKILLS :**

* Certified Diploma in Advanceed Office Management (Ms- Word, Excel, Tally, Focus, Peachtree and Manual accounts)
* Typing Speed(35wpm)

**RESPONSIBILITIES :**

* The first duty of cashier is to greet entering in to organization
* Handling all the transaction of an organization
* Checking daily cash accounts.
* Guiding and solving queries of customer.
* Accurate posting of all income received by the University whether in cash, cheque or electronic payment received in any currency and use online banking for query resolutions.
* Count project area cash bags and prepare cash bags next day.
* Ensure cash vault is in balance daily.
* Handling difficult situations without any assistant.
* Previous experience in preparing cash deposits.
* Excellent in coordinating office administration and documentations requirements.
* Provinding training and assistance to new joined cashier.
* Maintaining Monthly, weekly and report of transactions.
* Solving all their cash realated quarries.
* Checking for the price off products any discounts or offers.
* Receiving coupons and deducting the said amount from the customers
* Organizing all the work they do and maintaining the accounting rcords
* Reporting discrepancies they find within the accounts to their superiors
* Making daily, weekly and monthly transaction reports
* Managing all the cash transaction in their workplace
* Maintaining daily account of the daily transactions
* Balancing the daily account at the end of each day
* Checking the daily cash balance
* Checking for the price of products and any discount or offers
* Receiving coupons and deducting the sad amount from the customers
* Manage product return and exchanges.

**PERSONAL STRENGTHS:**

* Proficicy using Microsoft Office applications (Word, Excel & PowerPoint), Outlook, internet and web based search tools.
* Excellent oral and written communication skills.
* Able to prioritize and possess effective time management.
* Ability to handle extremely detailed and highly confidential information
* Collect cash from customers or others if payment is by cash
* Diplomatic, will to win, and ability to close deals. Hard worker, honest, and reliable.
* Pay all invoices to be paid by cash.
* Do accounting operations relative to cash handling.

**Personal Details:**

Date of Birth : 18 June - 1988

Marital Status : Unmarried

Nationality : Indian

Languages Known : Telugu, English, Hindi

Hobbies/Interests : Listening Music & Travelling

Present CTC : AED 3500 /pm

Expected Salary : Negotiable

Date : 22/07/2016

Place : Hyderabad