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| Ranveer.359045@2freemail.com  |   |
| Ranveer CAREER OBJECTIVEIntend to work in an organization where I can contribute my efforts with the best of my abilities for the apex development of the organization & acquire skills which facilitate me to lead my career.**EDUCATION**Bachelor in Arts (2005).**University Of Rajasthan Jaipur**Senior Secondary (2002).**RAJASTHAN secondary education board Ajmer.**Secondary Level (2000).**RAJASTHAN secondary education board Ajmer.****EXPERIENCE SUMMARY****Company** : **Quality Group Ltd (Tanzania)****Designation** : Head Cashier/Cash Coordinator**Duration** : (From 15-October-2016 to till Date)**Job Profile-** Manage all checkout functions by processing sales transactions and refunds Monitoring cash drawer amounts and maintain checkout area. Also oversees  Coverage of registers and store supply usage. Helping to train new cashiers and  Communicate with customers. handling all types of transaction Cash, Card,  Credit Notes. Managing cashier on the floor Communicated  Scheme and Promotions Reporting to store manager & giving the updates.  Send CMR reports & Maintaining the Patty Cash. handling all types of currency  In the world. Reconcile of Store Sale on daily basis & passing correction  Entries in NAV (Forex, cash sale, card sale & gift voucher sale. **Company** : **Delhi Duty Free Services Pvt Ltd (Airport Retail)** **Designation** : Cash Coordinator & Accounts Executive **Duration** : (From 15-july-2010 to 06/11/2016) **Job Profile-** -Reconcile of Store Sale on daily basis & passing correction entries in NAV (Forex, cash sale, card sale & gift voucher sale.) Track employee advances, adjustments & Ensure timely recovery of such Advances / Loans & Coordinate with HR for deductions from salary.Prepare store ageing report & getting fund from HO for payment.Co-ordinate with bank for any short payment received in Card Sale.Bank Reconciliation on weekly basis & report to HO commercial head. Taken care of handling all types of currency in the worldTaken care of handling all types of transaction Cash, Card, Credit Notes. Managing Cashier on the floor Communicated Scheme and Promotions Reporting to store manager & giving the updates. Send CMR reports & Maintaining the Patty Cash **FABINDIA OVERSEAS PVT LTD (DELHI)** **Cashier cum Accountant** –Sep-2007-july-2010 **Job Profile**- Send MIS reports (Category wise P & L monthly, Opex ) to H.O.Bank statement reconciliation. Transfer IN & Transfer out ReconciliationBranch Reconciliation. Data entry on Tally. Taken care of handling all types of transaction Cash, Card, Credit Notes, Advance, Cheque, and Gift Vouchers.Branch Reconciliation. **Food Bazaar (Future Group)** **Cashier****Job Profile-** Managing cashiering on the floor. Taken care of customer query related to Products & Services. Collecting feed back from the customers. Keenly involved in development & improvement of sales at outlet.Maintaining store inventory. Taken care of handling all types of transaction Cash, Card, Credit Notes. **Vishal Mega Mart (Ghaziabad)** **Cashier****Job Profile-** Managing cashiering on the floor. Taken care of customer query related to Products & Services. Collecting feed back from the customers. Keenly involved in development & improvement of sales at outlet.Maintaining store inventory. Taken care of handling all types of transaction Cash, Card, Credit Notes.**JOB PROFILE** As a Customer serviceTaking care of customer calls service related. Taking care of customer request & order related. Try to give them better service in the terms of company policy . ADDITIONAL QUALIFICATION:Knowledge of all type currency in the world Has hands on experience on Tally 7.2Operating Systems : Windows 98/XP. Databases: MS Office Tally, Oracle 11.i, AS400 and WINDSS NAV, LS retail. | SYNOPSIS* A result oriented professional around 4 years experience in Customer Service Industry.
* Excellent work performance in the area of customer service, Operation.
* Good communication, interpersonal, problem solving skills with a good judgment power & Ability to work in multi cultural environment (24x7).
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