CURRICULUM VITAE

**CASHIER/ACCOUNT ASSISTANCE**

PERSONAL INFORMATION

Name: **NDIWAMBAH**

**NDIWAMBAH.367504@2freemail.com**

CAREER SUMMARY

Receive and disburse money in establishments other than financial institutions. Usually involves use of electronic scanners, cash registers, or related equipment. Often involved in processing credit or debit card transactions and validating checks in order to provide efficient management of the company’s cash till.

I have full time four years of effective work experience, currently looking for an appropriate opportunity with a reputable employer who knows how to reward hard work and appreciates ability and loyalty.

AREAS OF EXPERTISE

* Taking money in the form of cash,
* Check or credit card from patrons in exchange for food or services.
* Scans items,
* provides change,
* balances drawer, and
* Processes card transactions.

WORK EXPERIENCE

Name of Company: FOTABE UNIVERSITY COLLEGE BUEA CAMEROON

Position: cashier

Duration: 2years (2014/2016)

**Responsibilities:**

Responsible for maintaining, managing, and financial related activities in order to enhance growth and sustainability of the organization.

**Duties**:

* Issue receipts, or change due to customers.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Welcome customers entering the establishments.
* Answering the phone in a professional manner and taking guest bookings, in an accurate way obtaining all information
* Calculate total payments received during a time period, and reconcile this with total sales.
* Compute and record totals of transactions.
* Keep periodic balance sheets of amounts and numbers of transactions.
* Sort, count, and wrap currency and coins.
* Compile and maintain non-monetary reports and records.
* Have accurate attention to detail to so that all transactions are correct and the correct payments are allocated for the business.
* Uphold a high standard appearance and respect all other employees for the company.
* Follow the company SOP on cleanliness and maintenance of the restaurant

Name of Company: NJEIFORBI COMPANY LIMITED BUEA CAMEROON

Position: Account Assistance

Duration: 2years (2012/2014)

Responsibilities:

Responsible for ensuring the management of financial activities including non-financial for the smooth running of the organization, its employees and assets. Also involved in interacting with a variety of persons including administrative personnel, clients, visitors and the general public.

**Duties**

* Records maintenance for financial related activities.
* Information research skills.
* Database management Microsoft computer package for recording.
* Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.
* Well mastered ability in Word processing and/or data entry.
* Possess excellent Knowledge of office management principles and procedures.

High ability to create, compose, and edit written materials.

* Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
* Knowledge of finance, accounting, budgeting, and cost control procedures.
* Organizing and coordinating skills

EDUCATIONAL BACKGROUND

* Bachelor of technology in Accounting (2013-2014)
* Higher National Diploma (2010-2012)
* G C E advance level Diploma in Business studies (2010)
* G C E ordinary level Diploma Business studies (2008)
* First school level certificate (2000)

Skills

* Advanced Skills in Microsoft Excel, Microsoft PowerPoint and Microsoft Word
* High working knowledge of the internet and related applications

Association

* Cameroon Muslim Students union (CAMSU)
* Higher institute of management studies students Union( HIMSU)

References

Available on request