Haja Haja.371059@2freemail.com

Cashier

OBJECTIVE

Seeking a position to utilize my skills in the challenging environment that provides me ample opportunities,

professional growth, personal development and contributing constructively to improve the company’s productivity.

PROFESSIONAL EXPERIENCE

**Cashier** June 2014 - February 2017

Rahfa Company, Brunei

REASON FOR LEAVING : Salary package was not enough and desire to improve my skills in some other environment with better opportunities.

PREVIOUS RENUMERATION : 650 BND

EXPECTED RENUMERATION : 1400 SGD

NOTICE PERIOD : One month

ABOUT THE COMPANY:

Rahfa company is group of mini marts and sports accessories retail shops. The stores have been operated in Kiulap, Gadong, Batu Bersurat and Muara. These mini marts has a wide range of consumer daily usage goods. The marts are operated even in nights in order to serve people who are at night work.

RESPONSIBILITIES

\* Greet customers as they arrive and direct them to merchandise they need in a gracious manner.

\* Answering to customer queries.

\* Assist customers with buying decisions.

\* Calculate discounts properly.

\* Process and generate bills.

\* Accept cards and cash.

\* Check and load new stocks from the salesperson.

\* Payments to the seller.

\* Tag items for price and ensure expiry date.

\* Stock items when required.

\* Balance all transactions at the end of the day.

\* Balance cash drawer on daily basis.

\* Organise shelves and merchandise.

\* Assist customers with the bagging of items.

EDUCATION

**Bachelor of Science in Computer Science (B.Sc., CS)** 2009 - 2012

Jamal Mohamed College, Trichy.

**Master of Science in Information Technology (M.Sc., IT)** 2012 - 2014

Jamal Mohamed College, Trichy.

**Higher Secondary Certificate (HSC)** 2008 - 2009

CSI Higher Secondary School, Nagapattinam.

**Secondary School Lea ing Certificate (SSLC)** 2006 - 2007

St.Mary's Higher Secondary School, Karaikal.

AREA OF EXPERTISE

• Transaction Handling

• Bill Generation

• Cash Reconciliation

• Product Display

• Cash Drawer Handling

• Wrapping H Packaging

• Bagging

KEY ACHIEVEMENTS

• Implemented an enhanced billing and cashiering with accuracy.

• Reduced waiting time for customers.

• Balanced cash drawer efficiently.

• Handled difficult situations and irate customers diplomatically.

ADDITIONAL SKILLS

• Sound mathematical background

• Good fluency in English

• Fair Computer skills

• Good organizational and multitasking skills

• Maintain cleanliness

PERSONAL DETAILS

Nationality : Indian

D.O.B : 10-02-1992 Age : 25 years

Religion : Muslim

Marital Status : Married

Driving License : Throughout India

Languages Known : Tamil, English & Malay