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Whatsapp no.: +971504753686

Email: [monibul-399704@2freemail.com](mailto:monibul-399704@2freemail.com)

OBJECTIVE: Looking for a position as a Sr. Cashier, experience in managing cash counter while providing exceptional customer service.

SUMMARY OF QUALIFICATIONS  
• 7+ years’ progressive experience in cashiering and customer service arena  
• Well-versed in maintaining an assertive awareness of the areas around the cashier’s booth  
• Proficient in assisting accounts personnel with locating and reconciling data  
• Highly competent at typing and keyboarding  
• Proven ability to use various software applications such as Microsoft Office Suite and spreadsheets and also familiar with system software as Dytel, Acquire and showman  
• Demonstrated attention to detail and ability to work in a self-directed manner

KEY ACCOMPLISHMENTS  
• Fulfilled the company’s defined customer experience by maintaining a friendly and customer focused approach  
• Promoted organization’s programs such as warranty sales, score-card, and private label credit card alike  
• Provided timely and appreciable customer service, increased revenue by 30%  
• Changed cash register handling process which increased efficiency by 20%  
• Maintained and imparted knowledge of cashiering procedures  
• Kept work area clean by utilizing appropriate cleaning standards

OTHER ACHIEVEMENTS  
• Improved store accounting system through creative ideas and overhauling the previous haphazard cash management system

RELEVANT EXPERIENCE

Restobar in Mumbai  | March 2012 – Present  
Sr. Cashier

• Greet customers as they arrive and direct them to merchandise they need  
• Assist customers with buying decisions when required  
• Operate cash register and adding machine in order to manage cash for sold items  
• Calculate discounts as appropriate  
• Tag items for price and expiry date  
• Stock items when required  
• Balance all transaction at the end of the day for cash reconciliation

Smoke House Deli – phoniex mill, lower parel | Oct 2011 – Mar 2012  
Sr. Cashier

• Processed and replenished merchandise and ensured stock availability on the assigned floor

• Process and generate bills, accept cards and cash for payment of the same

• Preparing sales report of weekly and monthly

• Maintain ledger book and sales report book.

OBA- Hotel Apollo, colaba | July 2008 – Sep 2011

Jr. Cashier

• Managed deposits  
• Balanced accounts receivable checks  
• Recorded received transactions  
• Maintained electronic remit programs

EDUCATION  
BSEB (10th , Bihar secondary examination board) in the Year 2000

HSC (12th , Bihar intermediate council) in the Year 2002

ADDITIONAL SKILLS  
• Good organizational and multitasking skills  
• Bagging, cleanliness and sanitation  
• Stand and walk for extended periods of time

Other detail

Nationality : Indian

Passport Details

Issue date : 23/09/2015

Date of expiry : : 22/09/2025

Place of Issue : : Patna, Bihar

Place :

Date :

( Monibul)