

Curriculum- Vitae



MOHAMMAD SHAHBAZ ALAM

Cashier / Cash Office Executive

Personal Information

Date of Birth: - 01/03/1993

Nationality: India

Address:- Abudhabi, UAE

Phone Number: +971509036716

Email Id: sahbaz4u@gmail.com

Visa: Employment Visa

Senior Cashier / Cash Office Executive

Almadina Hypermarket LLC, Abudhabi

18/10/2018 – Present

Joined as a Cashier and promoted to Cash office Executive

Job Responsibilities

- Cash Handling – Daily and weekly procedures.
- Daily Opening & Closing Cashiers cash box report after day end.
- Receiving payment by cash, check and credit cards.
- Prepare bank deposits.
- Cash up tills daily to determine that counted cash book report.
- Working spreadsheets, sales and purchase ledgers and journals entry.
- Recording and filing cash transactions
- Daily Register report for each register, listing any cash overs and shorts using the balance cash box report.

Work Experience

Cashier

Sk Enterprises, Pvt Ltd, New Delhi, India

04/2016 – 03/2018

Job Responsibilities

- Scanning and billing the goods.
- Counted cash in register drawer at beginning and end the shift.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change. Redeem stamps.
- Resolve customer complaints, guide them and provide relevant information. Maintain clean and tidy checkout areas.
- Track transactions on balance sheets and report

Curriculum- Vitae

Education & Qualifications

Bachelor of Commerce (Finance & Accounting)
Lalit Narayan Mithila University, India

Skills

Cash Handling

Cash Audit & Reports

Point Of Sale (POS) System

Customer Service

Languages & Computer

Hindi, English Urdu & Arabic
Ms-Office (Excel, Word) Internet & Email Concepts

Passport Details

Passport Number- P8943255
Date Of Issue- 18/05/2017
Date Of Expiry- 17/05/2027
Place Of Issue – Patna , Bihar India

Permanent Address

Ward No- 4 Bhamrupur, Post-Mohanpur
District- Samastipur, Bihar 848101, India

...REFERENCES...

Will be available upon request

DECLARATION:- I hereby declare that the information mentioned above is true to the best of my knowledge.

Date.....

Place.....

Mohammad Shahbaz Alam

Signature