

ANU SASIDHARAN

Professional Summary

Overall, 9+ years of experience in the financial sector and organized cashier experience of 6.5+ years in handling cash, processing payments and cementing patron relationships with excellent interpersonal abilities. Played multiple roles, including cashier, preparation staff, and bank reporter. Proven history of carefully managing funds to reduce discrepancies. Service-oriented team member with articulate communication skills and friendly demeanor.

Experience

Cashier / My Mart Supermarket (Sep 2020 – till date) Cochin, Kerala - India

- Scanned groceries and ensured proper price scanning. Balanced daily cash register receipts and provided quality customer service
- Answered customer's questions and provided information on procedures.
- Counted money in cash drawers at the beginning of shifts to ensure that amounts were correct and that there was adequate change.
- Offered customers carry-out service at the completion of transactions.

Cashier / Preparation Staff (Jan 2018 - Jul 2020) Emirates Group Transguard LLC (Cash Management Center) Dubai UAE

- Worked as Cashier, Preparation staff and Bank reporter.
- The volume of cash handled in a day is more than forty million.
- The volume of handling customer cash deposit slips is more than seven hundred a day.
- Crediting money to the customer's bank account based on the deposit slip
- Handling reports from ATM/CDMs of major banks in the UAE, including ADCB, RAK, ENBD, MASHREQ, NBAD, DIB.
- Handling foreign currencies from customers, including USD, OMR, SAR, EUR, AUD, GBP etc., with more than ten foreign currencies handled in a day.
- Reporting the corporate customer cheque's which need to be forwarded to the bank



Contact

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Highlights

- Cash drawer balancing
- Payment processing
- Refunds and exchanges
- Bagging and packaging
- Service-Oriented
- Problem resolution
- Error free cash data

Cashier (Aug 2015 – Dec 2017)
Richesse Wealth Management Services

Cochin, Kerala - India

- Apply expertise in business administration, record keeping, planning, policies, procedures, researching, scheduling, and related responsibilities to ensure productive operations
- Solved billing problems and answered customer inquiries
- Balanced cash drawer at the close of each shift
- Helped customers find specific products, answering questions and offering advice.
- Maintained high productivity by efficiently processing cash, credit, debit for customers

Assistant Manager (Help Desk) (Jan 2015 – July 2015)

DBFS Securities Ltd

Cochin, Kerala – India

- Manage customer, regional and branch performance analysis using customer and broker data
- Provide support to the Manager, Sales & Service to ensure the company's strategic Plan is effectively communicated to the retail team
- Create and maintain positive working relationships throughout the Broker's business and staff within the organization
- Assist to develop and maintain regular help desk activities to ensure effective client contact
- Ascertain that client payments are processed promptly.

Cashier / Junior Executive (Dec 2012 – Dec 2014)

Muthoot Mini financiers Ltd

Cochin, Kerala – India

- Receive payment by cash, cheque, vouchers, or automatic debits.
- Answer customers' queries and provide information on procedures or policies.
- Branch Khatabook management
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Issue receipts, refunds, credits, or change to customers.
- Providing currency to clients' requested denomination.
- Check cash counting machine functionality in a timely manner.

Education

MBA Finance (2013 - 2015), Bharathiyar University, Coimbatore, India

B.Tech – Computer Science (2007 - 2011), Mahatma Gandhi University, Kerala, India

Higher Secondary Education (2005 – 2007), Kerala State Educational Board

Additional Skills

- Microsoft Office (Word, Excel, and PowerPoint)
- Efficient in internet and basic computer applications
- Typing speed 30 W.P.M
- Proven written and communication skills

Personal Details

Date of Birth	07-Sept-1989
Nationality	Indian
Passport No	U9484190
Languages Known	English, Hindi, Malayalam
Marital Status	Single
Gender	Male
Blood Group	B+VE
Father	K.K Sasidharan
Mother	K.A Kumari

Declaration

I hereby declare that the above information is true to the best of my knowledge.

Yours sincerely

Anu Sasidharan