



MOHAMMATHANIFA KIYAS MOHAMED

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I have more than seven years of experience in multiple professional positions, such as cashier, teller, typist, sales, and driver. I would like to work with a new challenging position to utilize my experience and multilingual knowledge.

Professional Experience

AL NOUMAS COPY CENTER - KUWAIT

08/12 - 02/15

TYPIST / SALES / CASHIER

I have worked 3 years in Al Noumas Copy Center Kuwait as a Typist, Salesman and Cashier.

- Typist English and little Arabic

KUWAIT INDIA INTERNATIONAL EXCHANGE COMPANY - KUWAIT

03/16 - 03/19

TELLER / CASHIER

I have worked 3 years as a Teller and Cashier in Kuwait India International Exchange Co.

- Sending transition worldwide bank to bank and cash payment. Preparing transactions and collect the payment from customer issuing a payment voucher.
- Counting the money with using counting machine
- Preparing bundle all vouchers and card payment receipt.
- Finally preparing a Tally report every Day end

ROYAL HORIZON - FAZAA STORES - ABUDHABI, UAE

06/22 - present

CASHIER

Currently working as a cashier in Royal Horizon Fazaa Stores in Abudhabi

- Welcoming customers
- Scanning goods and collect the payment from customer
- Thanking to customer.
- Guide the customer to section
- Keep cleaning in the counter
- Finally preparing a Tally report every shift close and keep the petty cash.

Education

BT/BC/MEERAVODAI AL HIDHAYA NATIONAL COLLEGE - SRI LANKA

05/05 - 08/07

HIGH SCHOOL (ADVANCE LEVEL IN ARTS) - 3C

- MsWord, Excel, PowerPoint

Language Known

- English
- Arabic
- Hindi
- Malayalam
- Tamil
- Telugu
- Sinhalese

Key Skills

- Computer knowledge
- Fast learning
- Operating POS system
- Multi language
- Email and Internet browsing
- Accounting knowledge
- Good communication
- Keep friendship with customer