

MUHAMMED SANOOP

Bank Teller Cashier & Supervisor

Executive Summary

Able to work in different field and different environment especially conflict areas. Direct the efforts, quality and timeliness of all aspects of the general ledger, payroll, accounts payable, accounts receivable and general cashiering in accordance with local and corporate policies and procedures.

V AE, Sharjah	+971 0554	muhammedsanoop4@gmail.com
LANGUAGES WORK EXPERIENCE		
	07/2023	DAY TO DAY HYPERMARKET
English		Cashier Supervisor, UAE Sharjah County, King Faisal Abu Shagara
Hindi •••000		Computed and record totals of transactions on a daily basis and recorded data.
Malayalam		Calculated total payments received during a time period, and reconcile this with total sales.
		Answered customers questions, and provide information on procedures or policies.
		Ensured that each customer receives outstanding service by
SKILLS		providing a friendly environment. Maintained awareness of all promotions, advertisements and new product samples.
	09/2018-04/2022	TRUST EXCHANGE, (LULU Groups)
Tally		Front Line Assistant & FC Cashier, QATAR County, Al
MS Word	\supset	Rayyan.
MS Excel	\supset	Perform clerical duties. Perform administrative tasks such as filing, typing up reports and maintaining mail correspondence.
Networking	\supset	Maintain records of financial transaction Provide financial product information Trade foreign currencies
Windows xp	\neg	Handle financial transactions. Answer customer questions.
	_	Welcoming and assisting visitors in a friendly and professional
Photoshop	\supset	manner Communicate company policies and procedures to
CERTIFICATES		customers.
	09/2015 - 10/2016	Sales & Supervisor
		SPECTRUM TIRES & SERVICES (P) Ltd - INDIA.
Collage Certificate's		Builds business by identifying and selling prospects; maintaining relationships with clients. Identifies business opportunities by identifying
Experience Certificate		prospects and evaluating their position in the industry; researching and analyzing sales options.
Advanced AML Compliance &		Identifies product improvements or new products by Prepares reports by collecting, analyzing, and
Sanctions Essentials Certificate		summarizing information. Contributes to team effort by accomplishing related results as
HOBBIES		DEMIC BACKGROUND
	2013	Diploma in Automobile Engr:Automotive Technology Popular kuttukaran institute, INDIA
🛄 🎉 🏨 👣	2013	Diploma in Network Engr: Computer Networking
	2010	Vocational Higher Secondary: Commerce with Computer Application.