






# SALMAN SHAIK

 Dubai, United Arab Emirates

 +971564763552

 salmanshaiks3@gmail.com

## EDUCATION

### HIGH SCHOOL DIPLOMA

Vashishta JR College / Bhainsa,  
Adilabad / 2013

## PERSONAL DETAILS

Date of birth  
11/08/1995

Nationality  
India

Marital status  
Married

## SKILLS

### CUSTOMER SERVICE EXCELLENCE

**Teller/Cashier:**

### TELEPHONE ETIQUETTE

### OFFICE ADMINISTRATION

### DATA ENTRY

## LANGUAGES

ENGLISH

HINDI

TELUGU

URDU

## ABOUT ME

Experienced and courteous Cashier with a demonstrated history of providing exceptional guest services and administrative support. With four years of experience across three diverse companies, I am seeking a dynamic role to continue delivering a warm welcome and efficient assistance to clients and visitors.

## WORK EXPERIENCE

**Malika Jewelers**  
Hyderabad  
Nov 2022 - Jul 2023

### Senior Cashier

- The primary role is to process financial transactions, including money transfers and bill payments, in a precise and efficient manner. Cashiers handle cash, checks, and electronic payments.
- While performing cashier duties, they also serve as customer service representatives, providing information and assistance to customers regarding Western Union services, fees, exchange rates, and transaction Status.
- They maintain accurate records of transactions, receipts, and reconciliation reports, ensuring that all financial records are organized and up-to-date..

**Saniya Jewelers**  
Hyderabad  
Sep 2019 - Jul 2022

### Cashier

- Provide exceptional customer service by answering inquiries and assisting with Western Union services
- Cashiers may be responsible for managing the cash inventory at their location, ensuring that sufficient funds are available to meet customer demands while adhering to cash handling protocols.
- Manage cash inventory to ensure sufficient funds for transactions while following cash handling protocols.
- Maintain organized and up-to-date records of transactions, receipts, and reconciliation reports.
- Communicate effectively with customers from diverse backgrounds and languages.