

MOHAMMED SAIF MANSOOR

SUMMARY

Detail-orientated Cash Management Processor adept at making critical decisions, managing deadlines and conducting team reviews. With expertise in analysis and quantitative problem-solving skills, dedicated to company growth and improvements.

EXPERIENCE

Cash Processor

Shree Matha Marine Foods Exporters PVT LTD - Mangalore, India

- Confirmed correctness of names, dates, information and facts before inputting data.
- Disbursed payments from petty cash.
- Assisted with internal bookkeeping and payroll administration to deliver accurate and prompt payments to company employees.
- Prepared documents on SAGE accounts, such as bills receivable, invoices and bank deposits.
- Assisted accounting staff with month-end financial reports to increase organisational turnaround times on completed reports for clients.

EDUCATION

Master of Business Administration, Finance and marketing, 2022

Visveswaraya Technological University - India

- Member of Student Union
- Member of Social Welfare Federation

Bachelor of Business Administration, Finance, 2020

Mangalore University - India

LANGUAGES

English: First Language

English:

C2

Proficient

Hindi:

C2

Proficient

Urdu:

C2

Proficient

Arabic:

B1

Intermediate

PROFESSIONAL AFFILIATIONS

- Member, Professional Social Welfare Association

CERTIFICATIONS

- Certified M.B.A
- Business Administration and Finance certified
- Certified Tally ERP. 09



CONTACT

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SKILLS

- Customer assistance
- Cash counting
- Cash drawer balancing
- Point Of Sale (POS) expertise
- Credit card authorizations
- Credit and cash transactions
- Cash management
- Reconciling bank statements
- Company data management
- Accounting processes
- Payment processing
- Credit and cash transactions
- Staff mentoring
- Customer order recording
- Drawer maintenance
- Mathematical strengths
- Security monitoring
- Microsoft Excel