



YADUKRISHNAN A



+971 585077403



Yadukrishnanadukkadukkam@gmail.com



Banias , Dubai

SKILLS

- Cash counting machine operations
- Customer assistance
- Payment processing, Cash management
- Cash register operations
- Account management
- Credit and cash transactions
- Daily account balance closing
- Relationship management
- Good computer skill(MS word,EXCEL)
- Good mathematical skills
- Good communication.

EDUCATION

06/2014 - 03/2017

Deemed University | India
Bachelor of Arts: Sanskrit

06/2012 - 03/2014

BSMV Kannur | India
Higher Secondary: Sanskrit

LANGUAGES

English

Fluent

Malayalam

Native

Hindi

Advanced
Sanskrit

PROFESSIONAL SUMMARY

A highly organized and detail oriented office assistant with over 3 year experience providing administrative support to variety of departments. And also have 2 years of cashier experience such as processing and receiving payments and issuing receipts to customers.

WORK HISTORY

03/2018-04-2020

CASHIER

Surya Silks | Kasaragod, India

- Managing transactions with customers using cash registers.
- Collecting payments whether in cash or credit.
- Issue receipts ,refunds,change or tickets.
- Track transactions on balance sheets and report any discrepancies.
- Redeem stamps and coupons,and also accurate handling money and transactions.

05/2020-12/2023

OFFICE ASSISTANT

SURYA SILKS , KASARAGOD

- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information.
- Monitor level of supplies and handle shortages.
- Schedule and plan meeting and appointment.
- Resolve office related malfunctions and respond to request or issues.
- Checking daily mails and remarks of all section shortage.
- Maintaining files and answering phone calls .
- Taking and delivering massages.
- Evaluate financial budgets and track expenses.
- Maintaining of working days and leave forms of employees of the company.

Date of birth :21/01/1997

Nationality : Indian

Visa status : Visit visa till march

Others : Available for immediate joining

