



# Khalid Salim

## Accountant Assistant Cum Cashier

Dynamic and results-oriented MBA graduate with a strong background in accounting and cash handling seeking a challenging position as an Accountant cum Cashier to contribute my financial expertise and strategic thinking to drive organizational success.

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## WORK EXPERIENCE

### ACCOUNTANT ASSISTANT CUM CASHIER INTERNATIONAL HEATWORKS AND CRANES PVT.LTD

2022 - 2023 Kochin, Kerala

#### Job roles

- Process customer transactions accurately and efficiently, including cash, and electronic payments.
- Provide excellent customer service by greeting customers, addressing inquiries, and resolving issues promptly.
- Maintain a balanced cash drawer and reconcile transactions at the end of each shift.
- Multitask effectively by managing customer inquiries while processing transactions in a fast-paced environment.
- Handle high volumes of transactions with a focus on accuracy and speed.

### ACCOUNTANT EXECUTIVE ABHRAHAM THOMAS & CO AUDIT FIRM

2017 - 2018 Kochin, Kerala

#### Job roles

- Assist in the preparation of financial statements, reports, and budgets.
- Process accounts payable and receivable transactions promptly and efficiently.
- Assist in the preparation for audits by maintaining accurate and organized financial records.
- Support the finance team in budgeting and forecasting activities, providing valuable insights for decision-making
- Utilize accounting software (e.g SAP, Zoho, QuickBooks) to input and retrieve financial data.

### CASHIER TRACKON COURIERS | PART TIME

2019 - 2021 Pathanamthitta , Kerala

#### Job roles

- Collecting payments from customers, making change, and processing transactions accurately.
- Assisting customers with inquiries, providing information about products or services, and ensuring a positive experience

## EDUCATION

### MBA RVS INSTITUTE OF MANAGEMENT & RESEARCH

2021 - 2023 Coimbatore ,Tamil Nadu

### B.COM MAHATHMA GANDHI UNIVERSITY

2018 - 2021 Kottayam, Kerala

## SKILLS

Cash handling

Customer service

Effective Communication

Time Mangement

Point of sales (POS) Systems

Attention to Detail

Problem Solving

## PASSPORT DETAILS

Passport Number : U8639375  
(01/2021 - 01/2031)

Visa Status : Visit Visa

## PERSONAL INFO

Nationality : Indian

DOB : 28/02/1998

Marital Status : Single

## LANGUAGES

#### ENGLISH

Full Professional Proficiency

#### HINDI

Professional Working Proficiency

#### MALAYALAM

Full Professional Proficiency

#### TAMIL

Full Professional Proficiency

## COMPUTER SKILLS

MS Word

MS Excel

SAP FICO

Zoho Books

QuikBooks

Tally Sofyware