



Abdul Rahman. S

CASHIER SPECIALIST

My Contact

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📍 Dubai



PROFESSIONAL SUMMARY

Driven supermarket cashier with over 1.5 years of experience ensuring smooth and efficient checkout operations in a bustling retail environment. Proficient in accurately scanning items, processing various payment methods, and providing prompt and friendly customer service. Expertise in maintaining a clean and organized checkout area, minimizing wait times, and addressing customer inquiries with professionalism. Skilled in handling high transaction volumes while maintaining accuracy and attention to detail. A dedicated team player known for contributing to a positive shopping experience and fostering customer loyalty. Looking to leverage my proven track record in delivering exceptional service to enhance the efficiency and customer satisfaction of your supermarket.

Professional Experiences

Technical Skill

- Comfortable with Windows family
- MS-Office (word, Excel, PowerPoint).
- Familiarisation with Accounting Software's
- Point of sale (POS) system
- Skill in providing friendly and helpful customer service, assisting customers with their shopping needs, and resolving issues.
- Skill in handling multiple tasks simultaneously, such as assisting customers, restocking shelves, and managing checkout lines.
- Skill in accurately tracking and managing Inventory levels, restocking shelves, and identifying low-stock or out-of-stock

1. Cashier.

FEB2022 - JAN2023

Indian retail corporation, India

Key responsibilities:

- Handle cash or check transaction with customer
- Post and process journal entries to ensure all business transaction are recorded
- Prepare and submit week/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closing
- Collaborate effectively with fellow cashiers, store personnel, and management to ensure smooth operation and exceptional customer service.
- Updates accounts receivable and issue invoices
- Scan goods and collect payments
- Greet customers with a friendly attitude, provide assistance Answer questions, and address concerns in a helpful and professional manner.
- Inform customers about ongoing promotions, special offers, and loyalty programs to encourage engagement and increase sales.



Education Background

BHARATHIDHASAN UNIVERSITY,
KHADIR MOHAIDEEN COLLEGE,
TAMIL NADU, INDIA

B.Com (BACHELOR OF COMMERCE)

Completed in 2021

MAY 2023 – D E C 2 0 2 3

Hospitality, Chennai-
India

Achievements

- TALLY ERP 9, TALLY PRIME, GST (Udemy, Inc.)
- MS.OFFICE (Udemy, Inc.)

Personal Details

- Date of birth : 20.02.2001
- Age : 23 / M
- Nationality : Indian
- Passport No. : U7014107
- Marital status : Single
- Languages Known: English, Tamil , Malayalam

Key responsibilities:

- **Financial Data Entry and Record Keeping:-**
 - Inputting financial transactions into accounting software or spreadsheets.
 - Maintaining accurate and up-to-date records of financial transactions, including receipts, invoices, and payments.
- **Accounts Payable:-**
 - Processing and verifying invoices from vendors.
 - Preparing and issuing payments to vendors and suppliers.
 - Reconciling supplier statements with accounts payable records.
- **Accounts Receivable:-**
 - Issuing customer invoices and statements.
 - Monitoring and following up on outstanding customer payments.
 - Posting customer payments and reconciling accounts.
- **Bank Reconciliation:-**
 - Reconciling company bank statements with internal records.
 - Identifying and resolving discrepancies in bank transactions.
- **General Ledger Maintenance:-**
 - Updating and maintaining the general ledger with accurate financial data.
 - Posting journal entries for various financial transactions.
- **Assisting with Financial Reporting:-**
 - Preparing various financial reports, such as income statements, balance sheets, and cash flow statements.
 - Compiling data for monthly, quarterly, and annual financial reports.
- **Expense Tracking and Analysis:-**
 - Tracking and categorizing company expenses.
 - Analyzing expense trends and variances.
- **Tax Compliance:-**
 - Assisting in preparing and filing various tax forms, such as VAT/GST returns or corporate income tax returns.
 - Ensuring compliance with tax regulations and deadlines.
- **Internal Control and Audit Assistance:-**
 - Participating in internal audits and assisting in addressing audit findings.
 - Contributing to the implementation of internal control procedures.
- **Software and System Management:-**
 - Utilizing accounting software and financial tools effectively.
 - Maintaining and organizing financial documents in digital systems.
- **Communication and Collaboration:-**
 - Collaborating with other departments to gather financial information and resolve discrepancies.
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Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and can substantiate with relevant documents if required.

Place; - Dubai

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