

FAROOQUE AC

Teller/Customer Service Officer



✉ farooquemohdac@gmail.com

☎ 050 821 0658

📍 Dubai, UAE

🌐 Farooque AC

TECHNICAL SKILL

- Quick Books
- MS Excel
- MS Word
- MS Powerpoint
- Tally

SKILL

- Financial Administration
- Accounting Principles
- Risk Management
- Financial Reporting
- Data Analysis and Management
- Organizational Skills
- Problem Solving
- Interpersonal
- Communication
- Team-Collaboration

PERSONAL DETAILS

Nationality: Indian

Date of Birth: 07/08/1998

Marital Status: Single

Visa Type: Visit visa

Date of Expiry: 06/09/2024

Passport No: U2874962

LANGUAGES

- English
- Hindi
- Arabic
- Malayalam

PROFILE

As a **CMA** candidate with a master's degree in business administration (**MBA**) and a Bachelor of Commerce (**B COM**). I am an reliable cashier with 4 years of experience in fast-paced retail environments. Proven ability to handle cash transactions accurately, manage customer inquiries with professionalism, and maintain a high level of customer satisfaction. Skilled in operating POS systems, managing cash drawers, and ensuring smooth and efficient checkout processes. Demonstrated attention to detail, strong organizational skills, and a commitment to providing exceptional service. Adept at resolving issues and contributing to a positive team atmosphere

EDUCATION

**Master of Business Administration (MBA),
Bharathiyar University**

2021 – 2023 | Kerala, India

**Certified Management Accountant (CMA) - USA,
Institute of Management Accountants**

Kerala, India

Course Completed

Bachelor of Commerce (B.Com), Mangalore University

2016 – 2019 | Karnataka, India

**Higher Secondary certificate in commerce,
Government Of Kerala**

2014 – 2016

PROFESSIONAL EXPERIENCE

Eduglobal ve overseas, Teller/Billing Clerk

April 2021 – December 2023 | India

- Accurately processed cash, credit, and debit transactions while maintaining a balanced cash drawer.
- Provided exceptional customer service by addressing inquiries, resolving issues, and offering assistance in a friendly and efficient manner.
- Conducted daily reconciliations of cash drawers and prepared detailed reports of transactions for end-of-day balancing.
- Maintained security and confidentiality of all financial transactions and adhered to company policies and procedures for cash handling.
- Managed cash register operations, including opening and closing procedures, and ensured compliance with financial controls and audit requirements
- Facilitate communication between cash department and other departments to ensure alignment on financial processes and procedures.

7 Days Hypermarket, CASHIER CUM ACCOUNTANT

August 2019 – March 2021 | India

- Handle monthly, quarterly, and annual closings Compiling, analyzing, and reporting financial data.
- Handling Accounts Payables & Receivables.
- Bank Reconciliation.
- Liaising with the banks.
- Verification & Evaluation of inventory/Asset.
- Preparing monthly journal reports on company expenses.

DECLARATION

I am here to declare that the above information is true and fair to the best of my knowledge and belief.

Farooque A C