

ASARAF.H

Cashier & Junior accountant

Email id: hasaraf05@gmail.com

Mobile: +971-567843101

Location: Dubai, UAE.



Career Objective

Highly motivated cashier & accountant with 2+ years of experience in customer service and retail. Possess strong interpersonal skills proven ability to work well with individuals at all levels.

Professional Experience

Company Name: Lucky Group of Companies - Retail

Position: Cashier & Junior Accountant

Location: India

Experience: 2023 – May 2024

Roles & Responsibilities:

- Managing all the cash transactions in their workplace.
- Processed an average of 250 transactions per day, ensuring accurate cash handling and payment processing.
- Cash Managing and Account Maintaining
- Assisted with the preparation of monthly financial statements and reports.
- Provided excellent customer service while dealing with customer inquiries and resolving customer complaints in a timely manner.
- Prepared and tracked invoices, payments and expenses.
- Completed accounting tasks such as contributing to financial reports for 5 clients, calculating payroll for 100 employees and entering financial data.
- Trained new Employees in cashiering procedures, offering assistance in resolving issue.

Company Name: Marina Restaurant and Asad Stationeries

Position: Cashier & Junior Accountant

Location: India

Experience: 2021 – 2023

Roles & Responsibilities:

- Provided exceptional customer service, through means of efficient, prompt transactions.
- Maintained awareness of surroundings and secured cash to minimize loss potential.
- Answered customer telephone calls promptly and in an appropriate manner.

- Coordinated with kitchen staff to manage order flow during peak hours, which helped maintain a high level of service efficiency and customer satisfaction.
- Processed many transactions per day with exceptional accuracy.
- Coordinated with sales staff and collecting information of available stocks in stationery shop.
- Editing and processing the employee time records and entering information from time & expense and processing salary on time.

Skills

- Office Management & cash handling.
- Proficiency in Microsoft Office, Excel, Power Point & Tally.
- Accounts receivable management
- Records Management.
- Strong decision maker & Team leadership
- Telephone Skills, customer service.
- Teamwork

Educational Qualification

- B.Com (Bachelor of Commerce).

Annai college of Arts and science, Kumbakonam, India.

Personal Details

Father's name	:	Mr. Haja Mydeen
Date of Birth	:	09-May-2004
Gender	:	Male
Nationality	:	Indian
Passport Number	:	Y7674397
Languages Known	:	English, Tamil, & Malayalam
Visa Status	:	Visit Visa valid till Sep 10, 2024

Declaration

I hereby declare that the above given particulars are true and correct to the Best of my Knowledge and believe.

Place: Dubai

H.Asaraf