

# SAMEER RUKNUDDIN

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## PROFILE SUMMARY

"Detail-oriented and reliable cashier with good experience in managing transactions, maintaining financial records, and providing excellent customer service. Skilled in handling cash, processing payments and ensuring accurate accounting. Proficient in using accounting software and POS systems, with strong organizational time management skills. Able to work efficiently in fast-paced environments while maintaining high level of accuracy and professionalism."

## CORE SKILLS AND COMPETENCE

- Confident personality with enthusiasm product knowledge and customer assessment to pitch product in a way that increases brand awareness and encourages customer loyalty.
- Critical business thinking to achieve sales objectives.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Strong organizational and time management skills with attention to detail.
- Good command of accounting software such as Tally ERP.
- Computer literacy (Excel, Word, PowerPoint and Outlook Express).

## PROFESSIONAL EXPERIENCE

### **Cashier Cum Account Assistant at MANAFA AL KHAIR GENERAL TRADING, UAE** |03/2024- To Present|

- Processing cash and card transactions, ensuring timely and accurate accounting of transactions.
- Assisting customers with enquiries about company products.
- Post and process journal entries to ensure all business transactions are recorded.
- Updates accounts payables and perform reconciliations.
- Assist with reviewing expenses, payroll records, etc as assigned.
- Assist senior accountants in the preparation of monthly/yearly closings

### **Cashier at welfare cooperative society India.**

|10/2020-12/2023|

- Process customer transactions effectively, including deposits, withdrawals, and loan payments.
- Handle cash, checks, and electronics payments while maintaining accuracy and minimizing errors.
- Balance cash drawers at the end of each shift and reports discrepancies if any.
- Opening and closing accounts as required for customers.
- Helping customers with loan and mortgage applications.
- Performing general administration task.
- Dealing with customer's inquiries.
- Performing regular accounts maintenance.

**Foreign Currency Cashier at KHALIL AL FARDAN EXCHANGE, UAE**

**[04-2015 - 03 2020]**

- Monitor the overall branch business performance and staff performance on behalf of Supervisor.
- Dealing with customers on buying & selling of foreign currency notes on a regular basis.
- Making sure that branch is running on profit and is growing day by day.
- Creating records of corporate and individual clients.
- Cross-selling of other products & services of the company.
- Monitor rates on the website or available online tools & forecast currency rate to avoid possible losses & ensure maximum profit.
- Monitor & balance the cash account based on the number of transactions made.
- Ensure compliance with AML policy.
- Submit the branch business report to the manager on monthly basis.
- Making new strategies and planning to grow business by running promotion.

**Foreign currency Cashier at AL ANSARI EXCHANGE LLC, UAE**

**[09/2009 - 12/2014]**

- Dealing with customers on buying & selling of foreign currency notes on a regular basis.
- Process worldwide remittances & various online services offered by the company.
- Attending customer's queries, dealing with complaints & finding suitable solutions.
- Cross-selling of other products & services of the company.
- Ensure compliance with AML policy.
- Training of new employees of the branch
- Handling of difficult clients and resolving any conflicts that arise.
- Performing basic bank account openings for NRI related tasks.

**EDUCATIONAL EXPERIENCE**

**Anjuman arts and commerce College [2008]**

Bachelor of Commerce (B.Com.) - Specialized in Marketing and Finance from Dharwad University