



SURAJ M



+971 54 345 1545



surajmannarthodi@gmail.com



Al Mina, Dubai (UAE)

PROFFESIONAL SUMMARY

Cash counting clerk /teller with 3+ years of experience providing outstanding customer service in a business environment. Expert in accurately counting and cash, checks and other financial transactions. I am seeking a job opportunity in which I would be an active and creative part of interation strong corporation where my education, experience and personal skill that would be utilized and developed.

SKILLS

- ✓ Customer Service and Relationship Management
- ✓ Attention Detail
- ✓ Organization
- ✓ Communication Skills
- ✓ Teamwork
- ✓ Active Listening

ORGANIZATIONAL EXPERIENCE

Oct' 23- Present with Regency Group For corporate management, Dubai, UAE
Data Entry & Receiving Clerk



Key Responsibilities:

- Verify & controlling the stock of goods and inventory.
- Maintain accurate records and assist in inventory control.
- Ensure invoices are signed and paid for satisfactory deliveries.
- Ensuring al the documents are organized in excellent level.
- Proficient in using ERP GOLD & VISION version.
- Solid understanding of MS Office & INFI Applications.

Mar' 22- Sep'23 with Grand Hypermarket, Dubai South, Dubai, UAE Cashier.



Key Responsibilities:

- Greet customers when entering or leaving the store.
- Scanning items using a barcode scanner or manually entering item information into a computer system.
- Resolve customer complaints, guide them, and provide relevant information.
- Verifying that items are in the correct bins or on the correct shelves.
- Cross sell products and introduce new ones.
- Checking the security features of the FCN.
- Generating cash summary report and submitting it to shop accounts dept.

EDUCATION

Bachelor of commerce in corporation Calicut University 2017- 2020.

IT SKILLS

- Working knowledge of:
 - MS Office.
 - Tally prime.
 - Taxation & Quick book.

AWARDS

- Best Employee of the month (Q4 2022)

TRAININGS

- GCC VAT & Income TAX From - Bynco Academy Calicut India.
- Business & Finance Accounting - Bynco Academy Calicut India.

PERSONAL DETAILS

Date of Birth:	05 Jul 1999.
Languages known:	English, Hindi & Malayalam.
Nationality:	Indian.
Passport No:	U2879832.
Visa Status	Employment.
Marital Status:	Single.