

Safana P.S

Bank Teller/Cashier/Customer Representative

Driven and ambitious professional seeking to build a successful career in a dynamic and expanding organization. Committed to seizing opportunities to showcase abilities and embrace challenges that contribute to achieving organizational goals. Dedicated to continuous learning and growth, with a strong desire to climb the career ladder.

Work History

2022-2024

Cashier Cum Office Admin

Nicholson Syrian Central School, Kerala , India

- Managed daily cash transactions, including fee collection, receipt issuance, and accurate record-keeping.
- Reconciled cash registers, prepared daily reports, and ensured timely deposits to the school's bank accounts.
- Assisted in administrative tasks such as maintaining student records, filing documents, and updating databases.
- Responded to inquiries from parents, staff, and students regarding payments, admissions, and general school operations.
- Coordinated with the accounts department to ensure accurate bookkeeping and timely submission of financial reports.
- Monitored and maintained office supplies, ensuring availability for seamless day-to-day operations.
- Scheduled and organized meetings, appointments, and school events to support administrative staff and faculty.
- Ensured compliance with school policies while handling sensitive information with confidentiality.
- Provided front desk support, including welcoming visitors, answering phone calls, and directing queries to the appropriate departments.
- Assisted in preparing payroll summaries and other financial documents as needed.

2019-2021

English Teacher

Nicholson Syrian Central School, Kerala , India

- Planned and delivered engaging English lessons aligned with curriculum standards to students across [grade levels].
- Developed and implemented lesson plans that incorporated grammar, vocabulary, reading comprehension, and writing skills.
- Assessed student performance through assignments, tests, and projects, providing constructive feedback to improve learning outcomes.
- Fostered a positive and inclusive classroom environment that encouraged active participation and critical thinking.
- Designed and conducted creative activities to enhance student understanding of literature and language concepts.
- Guided students in the preparation for school competitions, debates, and language-related extracurricular activities.
- Maintained accurate records of student progress, attendance, and behavior for effective communication with parents and school administration.
- Utilized modern teaching aids, such as audio-visual tools



Contact

Address

Abu Dhabi , UAE

Phone

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E-mail

safanaps4@gmail.com

Skills

MS Office

Tally

Customer service

Cash handling

Customer assistance

Payment processing

Cash register operation

Payment collection

POS systems

Time management skills

Product recommendations

Drawer balancing

Returns processing

Customer service excellence

Customer relations

Money handling

Cleaning and sanitizing

Attention to detail

2015-2019

English Teacher

Dr. Z.H.M Bharathiya Vidya Vihar, Kerala , India

- Developed innovative lesson plans to engage students in English language learning.
- Prepared and implemented lesson plans covering required course topics.
- Increased student motivation by providing timely feedback and recognizing individual achievements.
- Enhanced student comprehension by incorporating visual aids and hands-on activities in lessons.
- Worked with other teachers to support struggling students and provide thorough help to rectify comprehension issues.
- Utilized multimedia strategies and technology to convey information in fresh and interesting ways.
- Implemented project-based learning activities that encouraged collaboration, critical thinking, and problem-solving skills among students.
- Collaborated with colleagues to integrate cross-disciplinary approaches into teaching, enriching students' educational experience.

Education

B.Ed: English

N.S.S. Hindu College

M.A.: English Language & Literature

Assumption College

B.A.: English Language & Literature

Assumption College

Disclaimer

I hereby declare that the above furnished details are true and correct to the best of my knowledge and belief.

Reliability and punctuality

Daily reporting

Cash register systems

Product knowledge

Professionalism and courtesy

Refunds and exchanges

Guest inquiries

Sales transactions

Receipt handling

Exchanges processing

Cash counting

Data inputting

Financial transactions

Transaction processing

Regulatory compliance

Languages

English

Malayalam

Hindi

Personal Details

Date of Birth: 23/06/1985

Nationality: Indian

Marital Status: Single

Visa Status: Visit Visa

Gender: Female