



## JASMINE FATHIMA S

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### PROFESSIONAL SUMMARY

Highly Organized and professional Operations as Accountant and Cashier & having 3 years of experience in the FMCG industry with a proven track record of overseeing operations and increasing performance results. A highly dedicated and loyal person enhances business with hard work, dedication, and teamwork using skills acquired throughout a career.

### AREA OF EXPERTISE

- |                                     |                        |
|-------------------------------------|------------------------|
| ▪ Financial Analysis                | ▪ Problem-Solving      |
| ▪ Accounts Receivable and Invoicing | ▪ Sales Operations     |
| ▪ Organizational Skills             | ▪ Leadership           |
| ▪ Customer Relationship Management  | ▪ Logistics Management |

### PROFESSIONAL EXPERIENCE

#### Cashier

June 2021- Feb-2023

Tea Town Supermarket -Gudalur- Tamil Nadu

#### Duties & Responsibilities:

- Welcome customers and assist with any questions they may have.
- Accurately process payments (cash, credit, debit) and issue receipts.
- Maintain an organized, clean checkout area and manage daily housekeeping tasks.
- Provide product information and help customers locate specific items.
- Balance cash drawer at the end of each shift, ensuring accuracy.
- Assist with restocking shelves and arranging displays as needed.
- Contribute to team efforts by supporting other store areas as required.

## Accountant

Hiba Hypermarket -Gudalur- Tamil Nadu

March 2023-Feb-2025

### Duties & Responsibilities:

- Complying with all companies, local, state, and federal accounting and financial regulations.
- Compiling, analyzing, and reporting financial data.
- Creating periodic reports, such as balance sheets, profit & loss statements, etc.
- Presenting data to managers, investors, and other entities.
- Maintaining accurate financial records.
- Performing audits and resolving discrepancies.
- Computing taxes.
- Keeping informed about current legislation relating to finance and accounting.
- Assisting management in the decision-making process by preparing budgets and financial forecasts.

## PROFESSIONAL EXPERIENCE

### Master of Business Administration

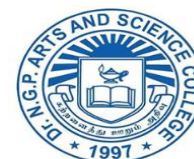
CMS Institute of Management Studies Coimbatore, Tamil Nadu – India



2019-2021

### Bachelor of Business Administration (Computer Applications)

NGP Arts & Science College of Coimbatore, Tamil Nadu – India



2013-2016

### Higher Secondary (Math's Biology)

Holy Cross Convent Matric Higher Secondary School Devarshola -Gudalur -The Nigiris, Tamil Nadu -India



2011-2013

## PERSONAL DETAILS

➤ Date of Birth	: 26/08/1994
➤ Nationality	: Indian
➤ Visa status	: Visit Visa
➤ Languages Known	: English, Malayalam, Tamil and Hindi
➤ Visa validity	: 30/04/2024
➤ Marital status	: Married
➤ Passport No	: R9601221
➤ Passport Validity	: 07/03/2028