



MUHAMMED SHABEER P

CASH SUPERVISOR

CONTACT

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- Dubai, UAE

PERSONAL INFORMATION

Nationality : Indian
Date of Birth : 24/5/1997
Marital Status : Single
Passport No : V3829762
Expire Date : 02/11/2031
Visa Status : Employment Visa

CERTIFICATIONS

- SAP
- Tally ERP 9
- Microsoft EXCEL

TECHNICAL SKILLS

- Cash Handling and Cash Reconciliation
- Currency Exchange Operations
- Foreign Currency Verification and Management
- Bank Deposit and Cash Transfer Processing
- AML (Anti-Money Laundering) Compliance
- KYC (Know Your Customer) Documentation
- Risk Management and Fraud Detection
- Customer Service and Transaction Support
- Transaction Monitoring and Reporting

SOFT SKILLS

- Strong Attention to Detail
- Excellent Communication and Interpersonal Skills
- Time Management and Multitasking
- Customer Service Orientation
- Ability to Work Under Pressure
- High Level of Integrity and Trustworthiness

LANGUAGES

- English
- Malayalam
- Hindi

PROFESSIONAL SUMMARY

Experienced Cash Supervisor and Administrative Professional with 4 years of expertise in cash management and office administration. Skilled in supervising cashier teams, cash reconciliation, financial reporting, and audit compliance. Proficient in maintaining accurate records, managing schedules, and handling vendor coordination. Strong attention to detail, problem-solving skills, and commitment to operational efficiency. Dedicated to delivering excellent customer service and ensuring smooth daily operations. Able to perform under pressure while maintaining confidentiality and accuracy.

WORK EXPERIENCE

Cash Supervisor **2022 - 2025**

WESTERN INTERNATIONAL LLC
(NESTO GROUP) - Dubai

- Supervised daily cash operations and ensured accurate cash management across multiple retail outlets.
- Led and trained cashier teams to maintain high standards of customer service and cash handling accuracy.
- Conducted daily cash reconciliations and prepared financial reports for management review.
- Implemented strict cash control procedures, reducing discrepancies and minimizing financial risks.
- Coordinated with finance and audit teams to ensure compliance with internal policies and regulatory standards.
- Developed and optimized cash handling systems, improving operational efficiency and reducing transaction errors.
- Maintained accurate cash records and provided full support during internal and external audits.
- Managed large cash volumes securely, ensuring confidentiality and adherence to company security protocols.

Cashier Cum Admin **2020 - 2022**

STAR Electrical, Kerala, India

- Handled daily cash transactions, billing, and payment processing with accuracy and efficiency.
- Maintained and updated financial records, invoices, and administrative documentation systematically.
- Managed petty cash, prepared daily cash reports, and ensured timely bank deposits.
- Provided administrative support including filing, scheduling, and managing office supplies inventory.
- Ensured a high level of customer service by addressing client queries and resolving billing issues promptly.

EDUCATION

Bachelor Of Commerce

UNIVERSITY OF CALICUT