



# Rimzam Mohamed

**Frontline Associates/ Teller / Cashier**

## PROFILE

Positive and organized individual with knack for customer service and team coordination. Thorough understanding of cash handling procedures and basic accounting principles, coupled with excellent communication and problem-solving skills. Focused on fostering cooperative team environment and enhancing customer satisfaction.

## PROFESSIONAL EXPERIENCE

### Cash Office Executive | Teller supervisor

**NT Payments | Abu Dhabi | November – 2020 – 2024**

#### Key Qualifications & Responsibilities

- Calculate, post business transactions, process invoices, verify financial data for use in maintaining accounts payable records,
- Provide excellent service and ensure customer satisfaction
- Handle customer transactions efficiently and accurately
- Prepare bills, invoices and bank deposits all cash expense vouchers & supplier payment.

### Teller Cum Data Entry Operator

**NT Payments | Abu Dhabi | November – 2017 – October – 2020**

- Managed daily cash transactions ensuring 100% accuracy and compliance with financial regulations.
- Issue receipts, refund for customers,
- Resolve customer complaints,
- Counting and packaging currency,
- Making financial reports to the management.

### Cashier cum & store sales executive


**Mahajana hardware | Matale, SL | March – 2015 – January 2017**


- Receive the customer and engage with the customer to understand the customer's requirement.
- Introduce various product offering to the customers and facilitate customer buying decision.
- Prepare the estimate of the products selected and completing the sales transaction.
- Achieve category wise sales target for the allocated section.
- Count and maintain the account of stock daily by managing the record of the opening stock and closing stock in the section allocated.


## Additional Information

- Date of birth: 1994/06/19
- Visa status: Visit visa
- Driving license (UAE) 216224

## CONTACT

 0561835677

 [rimzam619@gmail.com](mailto:rimzam619@gmail.com)

 Dubai, UAE

 [LinkedIn Profile](#)

## EDUCATION

### BTEC H N D in Business Management (Pearson Uk)

BCAS Kandy Campus Sri Lanka.  
2014–2017

### Diplomas in Marketing, Human Resources Management

BCAS Kandy Campus Sri Lanka.  
2014–2015

## Skills

- Cash Drawer Balancing
- Management
- Problem solving
- large volume of cash handling
- Good quantitative skills
- Customer service oriented
- Target orientation
- Adaptability
- Good communication skills
- Active listening

## Language

- English - Fluent
- Tamil - Native
- Malayalam - Basic
- Hindi - Basic
- Sinhala - Fluent