

# RESLER PRASHANTH VEIGAS

ACCOUNTANT / CASHIER



## CONTACT

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Dubai, UAE

## PERSONAL DETAILS

- Date of Birth : 07-03-1992
- Nationality : India
- Passport no : C2733221
- Visa Status : Employment
- U.A.E License No : 3778017
- Vehicle Permit : Light Vehicle
- Issue Date : 30/12/2017
- Expiry Date : 30/12/2029
- Languages : English, Hindi, Kannada, Konkani & Tulu

## TECHNICAL SKILLS

- PACKAGES KNOWN**  
Tally ERP9, Basic Computer Knowledge, Microsoft office applications (MS Word, MS-Excel, MS-PowerPoint) and Internet applications.

## EDUCATIONAL QUALIFICATION

- BACHELOR OF COMMERCE (BCOM)**  
Shridhar University, Mangalore
- PRE UNIVERSITY COURSE COMMERCE (PUC)**, St Sebastian PU College, Mangalore
- SECONDARY SCHOOL CERTIFICATE**  
St. Sebastian High School, Mangalore

## STRENGTH

- Excellent Communication.
- Self-Motivated, Confident, Ethical and Loyal.
- Ability to perform individually and in a team.
- Effective time management and decision making skills.
- Good team Player & Able to handle pressure.

## OBJECTIVES

Looking forward for an organization that offers a challenging, stimulating, learning environment to work in and provide scope for individual & organization development, which offer attractive prospects for long term development and career growth.

## WORK EXPERIENCE

**CASHIER** | April 2019 - Till Present.  
Fresh Blender Juice Bur Dubai, UAE

**CASHIER** | May 2016 to Feb 2019  
Flavors Restaurant, Dubai, UAE

**ACCOUNT ASSISTANT** | May 2013 to Aug 2015  
**/ COMPUTER OPERATOR**  
Abdul Khader Iddya (Auditor & Tax Practitioner)  
Bunder, Mangalore, India

- Managing the day to day activities in regular interval of time.
- Meeting my target for every month and maintaining consistent.
- Greet customers as they arrive and ensure that they are being served by a host
- Ascertain that menu item prices are correctly displayed and update changes as required
- Look at work orders and punch ordered items into the system
- Recheck punched items to ensure correct billing
- Calculate billed items manually for verification
- Take printouts of billed items, place them in folders and hand them to waiters
- Receive and count cash payments and tender change
- Process debit and credit card payments and ensure that receipts are signed and cards returned
- Tally cash drawer at the end of each shift and handle any discrepancies before the shift ends
- Manage light bookkeeping activities and generate cash and credit reports
- Ascertain that the cash register has sufficient change in it at the beginning of each shift
- Make bank transactions and handle bank reporting activities.

## PROFESSIONAL SKILLS

- Ability to handle transactions accurately and responsibly.
- Basic math and computer skills.
- Ability to stand, walk, lift heavy items, and work with other team members in a fast-paced environment to provide excellent service.
- Attention to detail.
- Helpful, courteous approach to resolving complaints.

## DECLARATION

I hereby confirm the above information given is true and correct to the best of my knowledge.