



BARUN GURUNG

CASHIER / TELLER

CONTACT

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Al Barsha, Dubai,UAE

barun-g-278ab7140

EDUCATION

2008 - 2010
BACHELOR OF ART'S

- Karnataka university

SKILLS

- Cash Handling & Reconciliation (POS, credit/debit, vault balancing)
- Customer Service & Complaint Resolution
- Training & Team Supervision
- Time Management & Multitasking
- POS Systems (Square, Clover, custom bank interfaces)
- Upselling & Promotions
- Conflict Resolution & Attention to Detail

LANGUAGES

- English
- Hindi
- Arabic

PROFILE

Detail-oriented Cashier/Teller with 8 years of experience in high-volume financial and retail environments. Skilled in POS systems, cash handling, and customer service excellence. Known for 99% accuracy, training team members, and improving team efficiency. Seeking to leverage this expertise in a challenging retail or banking front-end role.

WORK EXPERIENCE

- TRAVELEX DUBAI,UAE** DEC - 2022 - PRESENT
CASHIER / TELLER
- LULU EXCHANGE DUBAI UAE** JUNE - 2016 - JAN 2020
CASHIER / TELLER
- APPAREL GROUP KTM NEPAL** MAY 2015 -2016
STORE INCHARGE
- UNITED ACADEMY KTM NEPAL** SEP 2013 - JAN 2015
ECA - COORDINATOR
- VENUS HEALTHCARE GROUP UK** JUL 2010 - JUN- 2013
CASHIER

RESPONSIBILITIES

- Handle cash, credit, and debit card transactions accurately
- Maintain cash drawer and reconcile at shift end
- Greet customers and provide prompt, courteous service
- Resolve customer issues or escalate to supervisor when needed
- Accept deposits and withdrawals from customers
- Process money transfers, bill payments, and cheque deposits
- Issue cashier's checks, money orders, or certified cheques
- Balance cash drawer and report discrepancies
- Monitor and manage stock levels to avoid overstocking or shortages
- Conduct regular stock audits and reconciliation
- Oversee daily store operations and ensure smooth functioning
- Support and guide sales staff to achieve targets
- Plan and schedule extracurricular activities, events, clubs, and competitions
- Accept payments via cash, card, or insurance claims
- Coordinate inter-school or internal events, festivals, and trips
- Ensure alignment of activities with school values and student development goals
- Maintain accurate records of all transactions

REFERENCE

Hansen Sequeira
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