

Robin Varghese

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■ Cherukulathil House, Ayavana PO, Muvattupuzha – 686668

Professional Summary

Dedicated and detail-oriented Cashier, Data Entry Clerk, and Sales Officer with 11 years of experience in cash handling, customer service, data management, and sales operations. Skilled in POS systems, financial accuracy, marketing strategies, and problem-solving, with a proven ability to improve efficiency and ensure customer satisfaction.

Core Skills

Cash Handling & POS Systems	Customer Service Excellence
Data Entry & Database Management	Cash Register Reconciliation
Time Management & Multitasking	Problem Solving & Attention to Detail
Product Knowledge & Sales Strategies	Organizational & Communication Skills
Teamwork & Adaptability	Integrity & Professionalism

Professional Experience

Sales Officer | HDFC Bank Ltd., Koothattukulam, Kerala

2024 – Present

- Research market trends, products, and customer psychology to implement effective sales strategies.
- Promote and sell banking products/services to achieve sales targets.
- Provide tailored financial solutions to customers, enhancing client satisfaction and loyalty.

Data Entry Clerk | Rubber Marketing Co-op. Society Ltd No.3094, Muvattupuzha, Kerala

2019 – 2024

- Conducted daily cash register reconciliation and prepared reports for management.
- Ensured accuracy in data entry and verification within company databases.
- Developed and maintained efficient data entry processes.
- Performed regular data quality checks, identifying and correcting discrepancies.
- Collaborated with team members to meet deadlines effectively.

Cashier | Rubber Marketing Co-op. Society Ltd No.3094, Muvattupuzha, Kerala

2015 – 2018

- Accurately processed cash, card, and digital transactions with a strong focus on error-free handling.
- Maintained balanced cash drawers and ensured transaction security.
- Delivered high-quality customer service by resolving queries and issues promptly.
- Supported smooth store operations during peak business hours.

Languages

- English
- Hindi
- Malayalam