

# SUBAIDEEN ABDUL RAUF

## (Bachelor of Business Administration)



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Ad

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in

Subaideen Abdul  
Rauf

### CAREER SYNOPSIS

Skilled Cashier and Accounting professional over 14 years of experience, currently looking for a challenging Position in a cashier of a reputed company. Strong understanding of all aspects of Cashier. Proven ability to manage multiple assignments while meeting tight deadline schedules. Possess reputation as a self-directed professional with excellent problem solving, analytical and communication skills. Strong relationship-building skills and effective collaboration with management, coworkers, vendors and clients.

Honest Cashier capable of managing money, merchandising stock and assisting customers with locating desired items. Successful at cleaning and arranging checkout lanes to maintain professional, visual appeal. Excellent oral and written communication, listening and time management skills with strong attention to detail and superior work ethic. Responsible Cashier experienced at managing front of store needs in busy environments.

### Expertise Areas of Accounting

- **Cost & Revenue**
- **Accounts Receivable**
- **Accounts Payable**
- **Stock Maintaining**
- **Payroll**
- **Reporting**
- **Taxes & Compliance**
- **Petty Cash Handling**
- **Bank Reconciliation**
- **Depreciation**
- **Assets & Liabilities Statement.**

### TECHNICAL SKILLS

Book Keeping

Information Communication Technology

Communication Skills

Typing Skills

Mathematics Calculations

Accuracy and Completeness.

Decision Making

Cash handling  
Customer relations  
Microsoft excel  
Customer retention tactics  
Cash register operation  
Till and cash handling

## Experience & Duties as a Main Company

Feb 2013 to Dec 2023      **Broadway Unlimited Construction Co.**  
**Cashier cum Accountant**      **Sri Lanka**

May 2009 to 2012      **AL Khater & AL Naimi**  
**Accountant**      **DOHA QATAR**

## Duties and Responsibilities:

- Maintaining files, including filing of Journal vouchers.
- Greet customers and provide excellent customer service
- Process cash, check, and credit/debit card payments.
- Issue receipts, refunds, change, or tickets
- Count the money in cash and deposited to the bank end of the day.
- Maintain clean and orderly checkout areas
- Track transactions on balance sheets and report any discrepancies
- Cross-sell products and introduce new ones
- Stay up-to-date with new products and promotions
- Follow all store procedures and safety regulation
- Account Receivable & Accounts Payable
- Billing documents and other miscellaneous filings.
- Reconciliation of Accounts of the various suppliers & plan repayment schedules.
- Accounting and maintenance for reconciliation of receivables take necessary actions for the timely collection of receivables.
- Assisting with closing and preparation of monthly and annual financial reports.
- Prepare and review revenue, expense, payroll entries, invoices, bank reconciliation, petty cash and fixed assets maintenance.
- Preparation of employee payroll.

## DECLARATION

I do hereby declare and affirm that the above particulars furnished by me are true and accurate to the best of my knowledge.

## ACADEMIC QUALIFICATION

Bachelors Business Administration (B.B.A)  
South Eastern University Of Sri Lanka

## PROFESSIONAL QUALIFICATION

- High National Diploma in Accounting
- Computerized Accounting
- Certified Advanced MS office, MS Excel and MS Power Point.

## PERSONAL TRAITS:

Quick Learner  
Attention to details  
Organized & Time Framed Works  
Team Player Attitude  
Adoptable to given environment  
Responsibility Holder

## Familiar Software:

Tally ERP 9.0

## MS Excel:

## PROFILE :

DOB : 1982.01.20  
Civil Status : Married  
Nationality : Sri Lankan  
Languages : English – Fluent  
Tamil – Native  
Driving License: **Yes. Sri Lankan**