

Althaf M A

Cash & Purchase Executive

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Address: Dubai, United Arab Emirates

Date of Birth: 06/02/2002



Dedicated and detail-oriented Cashier with 2+ years of experience in handling customer transactions, managing cash registers, and maintaining a high level of customer satisfaction. Proven track record of accuracy, efficiency, and excellent communication skills. Skilled in handling cash, credit transactions, and operating point-of-sale systems. Committed to providing exceptional customer service, working well under pressure, and contributing to a positive team environment. Proven ability to source and acquire goods, services, and materials at competitive prices, while ensuring quality and timely delivery. Skilled in market research, contract negotiation, and inventory management. Strong analytical and communication skills, with a focus on building strategic partnerships and driving cost savings. Committed to optimizing procurement processes, improving efficiency, and supporting business growth.

EMPLOYMENT HISTORY

Cashier cum Purchase executive | Silver Aghadeer Group, Dubai Jun 2022 - Present

Operate cash register, process transactions, and handle customer payments. Manage cash, credit card transactions, and mobile payments with accuracy and efficiency. Provide excellent customer service, respond to inquiries, and resolve issues. Maintain a clean and organized workspace, restock supplies, and perform end-of-day reconciliation.

EDUCATION

SSLC | GHSM, Kodagu 2017

- Completed secondary education with a strong foundation
- Developed essential skills in:
 - Communication
 - Problem-solving
 - Critical thinking
 - Time management
- Passed with Distinction in 2017

Pre university Course | SDC PUC, Kodagu 2019

- Passed Higher Secondary with 80 in Accountancy
- Recording and classifying financial transactions
 - Preparing and analyzing financial statements
 - Understanding accounting concepts and applying them to practical scenarios"

Diploma | Karnataka Computer Education 2021

- Skilled in :
- Word: document creation, formatting, and editing
 - Excel: data entry, formulas, charts, and pivot tables
 - PowerPoint: presentation design, animations, and transitions
 - Windows 7: navigation, file management, and troubleshooting

SKILLS

Supervision | Team Management | Work Planning | Customer Handling | Teamwork | Critical Thinking | Strong Communication

LANGUAGES

English | Hindi | Malayalam | Kannada | Tamil