

# Althaf M A

## Cash & Purchase Executive

**Phone:** 523521412

**Email:** althafkenzy@gmail.com

**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** 2016 - 2017

Passed with 85+

**Pre university Course | SDC PUC, Kodagu** 2018 - 2019

Passed +2 Level Education with 80 in Accounting subject

**Diploma | Karnataka Computer Education** 2020 - 2021

Passed with 80+

### SKILLS

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

### LANGUAGES

English | Hindi | Malayalam | Kannada | Tamil