



EDUCATION

Calcutta University

2012 - 2016

Bachelor of Science.

Mother Teresa Computer Saksharata Mission

2016 - 2017

Diploma in Computer Application

LANGUAGE : ENGLISH, HINDI & BENGALI.

WORK EXPERIENCE

Elegant Interior (India) –Cashier

2022–2023

Received cash and cheque payments from customers, verified accuracy and processed transactions efficiently.

- Coordinated with sales department to ensure correct payment amounts for furniture and services..
- Generated daily, weekly and monthly reports on cash and cheque transactions, ensuring accuracy and completeness.
- Provided exceptional customer service by answering questions, resolving concerns and creating a positive experience.

Blue Star Ltd –Storekeeper

2018–2022

Maintained files, records and chronologies of entry activities.

Received product shipments and organized in stockroom storage area.

Tracked and maintained records for higher department.

World Digital Center -Data Entry Operator

2017–2018

- Entered numerical data into databases with speed and accuracy using 10-key pad.

SKILLS

- Cash and cheque handling & Customer service
- Microsoft Office Suite & Petty cash management.
- Time management and organizational skills
- Ability to work independently and as part of a team.

ANISUR RAHAMAN

OFFICE ATTENDANT

PROFILE

Highly motivated and customer-oriented cashier with one year of experience in the furniture industry. Skilled in handling cash and cheque transactions, ensuring accuracy and adherence to company policies. Proven ability to manage petty cash, maintain detailed records, and generate financial reports. Committed to delivering exceptional customer service while upholding the highest standards of professionalism.

CONTACT

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