



# MOHAMMED AZAM KHAN

Business bay, Dubai

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## CASHIER ASSOCIATE

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- Talented professional Cashier Associate seeking to fill an executive role.

## CASHIER / BILLING ASSISTANT

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### Cashier

Sep 2012 – Mar 2017

D Mart – India

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Redeem stamps and coupons.
- Cross-sell products and introduce new ones.
- Resolve customer complaints, guide them and provide relevant information.
- Greet customers when entering or leaving the store.
- Maintain clean and tidy checkout areas.
- Track transactions on balance sheets and report any discrepancies.
- Bag, box or gift-wrap packages.
- Handle merchandise returns and exchanges.
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### Cashier Associate

Apr –2017 – June – 2020

Grab & Go Supermarket

- Managing transactions with customers using cash registers.
- Scanning goods and ensuring pricing is accurate.
- Collecting payments whether in cash or credit.
- Uses a cash register to process sales by scanning items and totaling

purchases.

- Processes coupons and store discounts.
- Answers customer questions and resolves customer service issues.
- Facilitates return transactions.
- Refers to prices sheets and sale bulletins to ensure prices are up-to-date.
- Counts cash at the beginning and end of their shift.

### **Billing Assistant**

May-2020 – Aug -2024

Himalaya Book Depot

- Bags purchases as needed.
- Provides a positive customer experience with friendly and courteous service.
- Counts cash at the beginning and end of their shift.
- Data entry of invoices and other billing information into the company's billing system.
- Assisting with customer billing inquiries and providing customer service support as needed.
- Assist with monthly billing reporting and analysis.
- Manage all billing accounts including Medicare/Medicaid, HMO and individual accounts.
- Maintain patient confidentiality for both HIPAA and financial regulations.
- Maintain confidential information on a daily basis with patients in a manner which shows sensitivity and professionalism.
- Work directly with patients answering billing questions, accommodating scheduling requests and providing medical documentation to insurance companies.
- Assist the billing department in prior-authorizations and billing for primarily Medicaid patient encounters.
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## **INTERMEDIATE**

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### **Bachelor of Commerce**

March-2011

International Junior & Degree College

- Graduated with a 7.3GPA.

## **OTHER ACTIVITIES**

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- I enjoy sport, traveling, listening to music and sharing a great meal with friends.