

# Anjum Jawed Shaikh

📍 AP Supa 414001

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Maharashtra  
India.

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in <https://www.linkedin.com/in/anjum>



**Re:** Application for job As cashier

To Human Resource,

Please find enclosed my CV for your consideration.

As you can see from my attached CV, currently i m working in Home country India looking for opportunity in UAE, Currently available to join on job offer. I have over 2+ years' experience in the Accounts and sales industry. I'm ready for a new challenge in the Shopping Mall industry, and see this position as the perfect role to help me achieve this.

I'm particularly interested in working in cashier and Accounts because of my passion for Accommodating and managing Financial revenue, something I've had extensive experience of during my time in cashier. As we knows UAE is highly growing tourism city . i wanted to be a part of your organisation and explore more about UAE Mall industry .

Looking for opportunities to be a part of your organization

Further, I feel that I have achieved all that I can in my current industry.

I believe that this experience, coupled with my excellent interpersonal and organisational skills, make me the perfect candidate for building a long-term career in this role.

Despite being in a different industry, I am confident that I can bring this level of success with me to your organisation and help Company Name build upon their reputation as one of the biggest names in the UAE Mall industry.

Thank you for your time and consideration. I look forward to meeting with you on Skype to discuss application further.

Yours sincerely,

Anjum shaikh

CONTACT

Anjum Jawed Shaikh

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OBJECTIVE

To obtain a cashier position at a reputable company that me to utilize my customer service and organizational to ensure accuracy and afficiency in all financial transactions

EXPERIENCE

January 2023 - Present

- Senior cashier / Guest service**  
Amanora Mall Pune Maharashtra  
1. Provide a positive customer experience with fair , friendly and courteous service.  
2. Registers sales on a cash register by scanning item's itemizing and totalling customers purchases.  
3. Resolved customer issues and answer questions  
4. Bags if needed.  
5. Processes returned transactions.  
6. Collecting payments wheather in cash or credite  
7. Scanning goods and ensuring pricing is accurate .

August 2022 - Dec 2022

- Cashier**  
Cantonment shopping plaza Ahmednagar  
1. Processing credit card payment, accepting cash payment and making change ,and using a point of sale (POS) system for the transaction  
2. Receiving payment and issuing receipts,gift wrapping packages and keeping track of all cash and credit transaction  
3. Maintaining daily cash handling logbook .

EDUCATION

2020

- Savitribai phule Pune University Maharashtra**  
Bsc,CHEM  
First class , 795/1200

2017

- Savitribai phule Pune University Maharashtra**  
HSC  
60%

March 2015

- Savitribai phule Pune University Maharashtra**  
SSc  
66%

SKILLS

- Teamwork
- Leadership
- Communication skills
- Initiative
- Time management
- Adaptability to change
- MS office (Word , PowerPoint,excell)
- Micros symphony (POS) system
- Complaint Handling

- Tally prime software

## PROJECTS

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- **Tally prime software**
  - Making entries in SAP and tally prime software
  - Keeping the book of Account of various clients up-to-date
  - Maintainace and computerized books of accounts in Tally prime software
- **Result: Improved the Accuracy of transaction**
- **Financial services followed up to date**

## PERSONAL DETAILS

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- Date of Birth : 06/01/2000
- Marital Status : Married
- Nationality : Indian
- Religion : Islam
- Passport : X5466850
- Gender : Famale
- Place : Pune
- Linguistic Ability : English- Fluent,Hindi- Fluent, Marathi- Fluent
- Skype Address : live:.cid.b343eedbf565c733