



# Mr. RAHUL SHARMA

## Cashier

Contact No. +971523800955, 567080269

Email: [rahulaxmi081291@gmail.com](mailto:rahulaxmi081291@gmail.com)

### Date/Place of Birth

- ❖ 28 Jan 1992, INDIA

### Nationality

- ❖ Indian

### Skills

- ❖ Computer Skills
- ❖ Microsoft Excel
- ❖ Microsoft Word
- ❖ Microsoft PowerPoint
- ❖ Customer Service
- ❖ Leadership Skills
- ❖ Ability to Multitask
- ❖ Time Management
- ❖ Fast Learner
- ❖ Team Work

### Areas of expertise

- ❖ Branch cashiering
- ❖ Customer-facing
- ❖ Computer literacy
- ❖ Doing repetitious work accurately

### Hobbies

- ❖ Social Working
- ❖ Learning a new Language

### Languages Speaks

- ❖ English
- ❖ Hindi
- ❖ Punjabi
- ❖ Local Language under learning

### Education

- ❖ High School  
Year of Passed-2010
- ❖ Secondary  
Year of Passed-2012

### Courses

- ❖ Basic and Advance Computer.

### Visa Details

- ❖ Employment Visa-2yrs
- ❖ NOC Available

## Professional Summary

A hardworking, well-mannered, and friendly cashier with a positive attitude to work. Able to uphold high standards of customer service and speed while adhering to a company's regulations and procedures. Experience working in a fast-paced retail environment and having a proven track record of working under pressure for instance i.e. when long lines form or when unexpected mishaps occur such as miss-priced items. A quick learner who can quickly obtain a good knowledge of all the products available in a store.

I am seeking a suitable cashier position with an ambitious and reputable company.

## Employment History

### Billing Clerk / Cashier, Life Supermarket

February 2016 – September 2023

Working on a cash register in a large busy store providing a high-quality, customer-driven service, and acting as the first point of contact for customers. Helping to build the business by engaging in a polite and friendly way with every customer.

### Duties:

- Registers sales on a cash register by scanning items, itemizing, and totaling customer's purchases.
- Providing customers, with a personalized, friendly, and efficient cashiering service.
- Taking payments from customers via cash, cheques, and credit cards.
- Entering purchases into a cash register and then calculating the total purchase price.
- Responsible for the accurate and timely allocation of cash.
- In charge of daily cashbook management and also bank reconciliations.
- Banking a large volume of cheques and cash daily.
- Identifying potential sales leads and referring them to colleagues.
- Recording of monies received and paid out.
- Undertaking till efficiently balancing & administration activities.
- Helping to resolve customer complaints.
- Assisting with shelf stacking, sticking prices on items, etc.
- Sorting, counting, and wrapping currency and coins.
- Compiling and maintaining monetary and also non-monetary reports and records.
- Balancing cash in the till with receipts.

## **Key skills and competencies**

- Enjoy working with figures.
- Able to follow a routine and adhere to procedures.
- Engaging in continuous learning to broaden knowledge and experience.
- Able to remain calm and relaxed under pressure.
- Highly focused on providing customers with a good experience.

### **Clerk Front Office, Cavalier India**

December 2015 – January 2016

- Served as a dedicated Office Administrator in a fast-paced office.
- Managed telephone and email communication systems and maintained office supplies ordering office supplies with accuracy.
- Managed front-end and back-end development in the company's portfolio Analyst, Employee Track, and Account management systems.

### **Data Entry Operator/Clerk**

October 2014 – October 2015

- Served as a dedicated Data entry operator cum clerk in a fast-paced office.
- Worked as a friendly and helpful DEO clerk, renowned for fast and excellent service.
- Performed all administrative and clerical tasks in the office.
- Implemented effective organizational systems.

**Note: Currently staying in the UAE.**

**Contact me at: +971-523800955**

#### **Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Signature:**

**Date:**