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DUBAI UNITED ARAB EMIRATES

## EDUCATION

Bachelor Of Banking And  
Finance: Banking And Financial  
Support Services  
**Institute of Finance  
Management University**, Dar  
Es Salaam Tanzania,  
November 2021

## LANGUAGES

English and Swahili:

# JULIANA RAJABU

## PROFESSIONAL SUMMARY

Dedicated and customer-oriented cashier with a strong work ethic and exceptional attention to detail. Experienced in handling cash transactions and providing excellent customer service in fast paced retail environments. Skilled in reconciling registers and maintaining accurate financial records.

## SKILLS

- Cash handling
- Customer Services
- Multitasking
- Time management and orfanizational skills
- POS handling
- Cash register operation
- Computer literate (Microsoft office,Microsoft Excel)

## WORK HISTORY

October 2022 - Current

**Las Vegas Casino - Cashier**, Tanzania

- Successfully managed transaction for over 200 customers daily ,ensuring accuracy and efficiency in all cash handling.
- Processed customer payments using avariety of payment methods
- Demonstrated excellent customer service while providing fast and friendly checkout service.
- Ensure that the transaction balance at the end of the day and report any discrepancies.
- Operated cash register for cash, check, and credit card transactions with excellent accuracy levels.

September 2021 - November 2022

**Reynolds Construction Company - Inventory Coordinator**, Tanzania

- Investigated and resolved variances in inventory counts on monthly basis.
- Ordered new supplies to avoid inefficiencies or excessive surplus.
- Recorded information, shortages, and discrepancies to keep records current and accurate.
- Performed data entry and completed proper paperwork.
- Managed all related documentation and records for department.
- Performed full inventory counts every week.

- Created databases and spreadsheets to improve inventory tracking.
  - Completed physical inventory counts each month.
  - Maintained accurate and up-to-date records to prevent errors in processing or delivery.
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## **PERSONAL DETAILS**

- Date of Birth ;15th October 1997
  - Gender ;Female
  - Nationality:Tanzania
  - Visa Status: Visit Visa
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## **DECLARATION**

I hereby confirm that all the facts stated above are accurate to the best of my belief.