

Phone 0525295611 Email d92625420@gmail.com Address RAS AL KHAIMAH Date of birth 01/03/2002 Nationality India Visa Status: Employment visa

### PERSONAL STATEMENT

Accomplished cashier at Al Hoot Hyper Market, expertly balancing cash drawers and enhancing customer service. Leveraging data entry expertise from Nims Medicity, efficiently processed transactions and resolved enquiries with precision. A proactive professional committed to excellence and customer satisfaction.

## SKILLS

- Data entry
- Order verification
- MS office package
- Gravity solutions
- Point-of-sale system operation

- Product restocking
- Cash drawer balancing
- Customer service

## **WORK HISTORY**

#### **CASHIER** — AI Hoot Hyper Market

Ras al Khaimah, March 2023 – June 2025 (Experience)

- Performed opening and closing procedures, such as counting cash register, restocking, and cleaning.
- Provided efficient and courteous service to customers.
- Operated cash register and accurately processed payments, returns, and exchanges.
- Handled customer complaints and inquiries in a courteous and efficient manner.
- Developed strong customer service skills by providing efficient and accurate service.

#### DATA ENTRY BILLING STAFF — Nims Medicity

Trivandrum, January 2021 - January 2022 (Experience)

- Maintained accurate and complete billing system and process.
- Reviewed and posted daily payments.
- Checked monthly reports and analyzed billing data to identify trends and discrepancies.

# EDUCATION

- Diploma in computer application
- Diploma in Data entry
- Diploma in computerized financial accounting

# LANGUAGES

• English, Hindi, Malayalam