



HASAINAR .M

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📍 Deira ,Dubai



PROFILE SUMMARY

Detail-oriented professional with expertise in financial transactions, data entry, and billing operations. Strong mathematical skills, computer proficiency, and a customer-focused approach. Accurate and efficient in recording data, managing invoices, and handling cash transactions. Collaborative, adaptable, and committed to achieving financial objectives.



KEY SKILLS

Energetic

Computer Proficiency

Integrity and Trustworthiness

Customer Service

Decision Making

Data Entry Skills

Optimistic

Critical thinking

Adaptability

Multitasking

Excellent problem-solving skill



EMPLOYMENT CHRONICLE

- **CASHIER** | Nov 2021- Dec 2023
AL QABAYEL DISCOUNT CENTRE, BOWSHER, OMAN
- **BILLING ASSISTANT** | 2018-2020
MARGIN FREE MARKET, KUMBLA, KERALA
- **ACCOUNT ASSISTANT** | Mar 2016 - May 2017
MANESH ASSOCIATES ACCOUNTANT AND TAX PRACTITIONERS, KERALA, INDIA

KEY RESPONSIBILITIES FOR CASHIER

- Perform basic math functions to collect payments and make change
- Operate registers, scanners, scales and credit card/debit card terminals
- Take a tally of the funds in the cash register when required during a shift and produce transaction reports
- Handle exchanges and refunds in a quick, efficient manner
- Collect payments and bag purchases for customers
- Entering data into computer systems accurately and efficiently.
- Verifying data for completeness and accuracy.
- Ensuring data is appropriately categorized and organized.
- Handling cash, credit cards, and other forms of payment.
- Resolve customer complaints and concerns Redeem stamps and coupons.
- Keep the checkout area clean and orderly

KEY RESPONSIBILITIES FOR BILLING STAFF

- Generating invoices for customers based on their purchases, ensuring accuracy in pricing, taxes, and discounts if applicable.
- Receiving and processing payments from customers through various payment methods, such as cash, credit cards, or electronic transfers.
- Maintaining records of outstanding customer payments and following up with customers to collect overdue payments.
- Coordinating with the sales team to ensure that all sales transactions are accurately recorded in the billing system.
- Entering billing and payment data into the accounting or billing software accurately and in a timely manner



ACADEMIC CREDENTIALS

- **BACHELOR OF COMMERCE (B.COM) | 2017**
 - Kannur University
 - Academy College, Kumbala, Kasaragod, Kerala
- **HIGHER SECONDARY | 2014**
 - Board of Higher Secondary Examination, Kerala, India
 - Govt. H.S.S. Cherkala, Kasaragod, Kerala
- **SSLC|2012**
 - Board of Public Examination, Kerala, India
 - Sri Annapurneshwari H.S Agalpaday, Kasaragod, Kerala



CERTIFICATIONS

- CACFA Certified accountant in computerized financial accounting from Professional school of Accounting, Kasaragod
- Successfully completed accountant in computerized Financial Accounting Tally, Peachtree, Quick Book, Wings from professional school of accounting|2016
- Certificate having participated in the 150 hours communicative English programme conducted by Markaz English Club at Markaz Ihram|2018
- Successfully completed the training course conducted by IL& FS Skill Development Cooperation Limited |2016



COMPUTER PROFICIENCY

- MS Office/Excel ★★★★★
- Internet & Email ★★★★★
- Basic Operations ★★★★★



PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.



LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Kannada
- Arabic



PERSONAL DOSSIER

Gender : Male
Date of Birth : 08/07/1996
Nationality : Indian
Marital Status : Single



PASSPORT DETAILS

Passport Number : M8444265
Date of Expiry : 06/05/2025



DRIVING LICENSE DETAILS

Holder of Valid **Indian** Driving License
License No : 14/10494/2015
Date of Expiry : 28/12/2035



DECLARATION

I hereby declare that all the details in the application are true, complete and correct to the best of my knowledge and belief. I assure you that, if given an opportunity, I would put the best of my skills and talents to build my career as well as to meet your expectations.

Place :

Date :

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