



# JUNAID.K

Head Cashier

## PROFILE

Resourceful and reliable Office Clerk with 4+ years of experience organizing and filing large volumes of business-critical information, Handling the Arabic customer department very well I speak well in Arabic Also I know Arabic typing Handling cash department Handling supervisor department in some outlets of our company.

## EMPLOYMENT HISTORY

**Head Cashier, Rashid Ali Group**

**ABU DHABI**

4+years

- General cashiering and check out duties including running a cash register
- Addressing customer complaints and referring them to the Assistant Manager when required
- Recruiting and training new staffs, assigning tasks, scheduling shifts, collecting cash and reconciling cash with receipts using knowledge of all POS system
- Ensuring that front end sets are full and well maintained
- Daily cash closing in shift closing time punching and check all counter transactions.
- Sending daily branch sales report to the management
- Perform monthly cashier observations and ensure that each cashier is meeting the service requirements.
- Good knowledge in cash and card payments.
- Scheduling shift, collecting cash and reconciling cash with receipts.

**Suresh and Sajju Chartered Accounts Group India. INDIA**  
**Audit Assistant**

October 2016 - December 2018

Data Entry in Tally

Check the statement of purchase and expenses Other works

## EDUCATION

**Bachelor of commerce, Indira Gandhi National Open University.INDIA**

June 2014

- Bachelor of commerce
- Auditing and accounting

## CERTIFICATES AND COURSES

Data entry purchase and sales and all invoices entry in tally. typing work handling cash deposit in to the bank Also

- E accounting
- Tally Erp 9

## REFERENCES



I am committed to being a positive driver of business goals and confident in my ability to improve your company's operational performance. I am available to interview anytime and look forward to speaking with you. I speak Arabic very well I know also Arabic typing well.

## DECLARATION

I hereby declare that all the above statement is correct to the best of my knowledge and belief

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Abu Dhabi, UAE

Email ID:[junaidkulaparam@icloud.com](mailto:junaidkulaparam@icloud.com)

## CITY

Abu Dhabi

## DATE Of BIRTH

21-02-1994

## NATIONALITY

Indian

## LANGUAGES

English, Hindi, Arabic

## VISA STATUS

Visit visa

## SKILLS

- Tally erp 9
- Arabic speaking
- MS office
- Arabic typing
- Peach tree
- Computer skills
- Word
- F5 Sales Tracker
- Saapaad
- Excel



Valid UAE Driving License.

MANUAL



