



MANOJ KUMAR

CASHIER

+971 50 5043948 | mk1304446@gmail.com | Dubai, UAE

EDUCATION

Bachelor of Science in Zoology & Chemistry

Chhatrapati Shahu ji Maharaj
University
Uttar Pradesh, India
2011 - 2014

SKILLS

- Cash Register Operations
- Payment Processing
- Record Keeping
- Strong Mathematical Skill
- Invoice Processing
- POS System
- Checkout Area Maintenance
- Financial Analysis
- Customer Service
- Inventory Management
- Picking and Packing
- Quality control & Quantity check
- Product knowledge
- Attention to Detail
- Excellent Communication
- Organizational Skills
- MS Excel, Word, PowerPoint

PERSONAL DETAILS

- DOB: 09/12/1991
- Languages Known:
English, Hindi
- Visa Status: Employment Visa
- Nationality: Indian

PROFESSIONAL SUMMARY

Highly skilled Cashier with 3+ years of experience in processing customer transactions, handling payments, and providing customer assistance. Proven history of examining large denomination bills, and handling cash, credit, and other payment methods, ensuring accuracy in all transactions. Proficient in record keeping, invoice processing, and maintaining a clean and organized checkout area.

PROFESSIONAL EXPERIENCE

Cashier cum Shop Assistant

Nov 2024 - Present

AWS group (RALS Hypermarket) | Dubai, UAE

- Accurately scanned items, calculated totals, and processed payments including cash, credit, debit, etc.
- Operated the point-of-sale (POS) system, handled cash and card payments, and processed returns.
- Managed cash drawers, reconciled daily sales, and handled cash transactions according to company procedures.
- Monitored inventory level, and kept the store organized and well-stocked, ensuring the smooth daily operations of the store.
- Built sustainable relationships and trust with customers and staffs through open and interactive communication.

Cashier

Nov 2021 - Sep 2024

T-mart (Transguard Group LLC) | Dubai, UAE

- Processed customer transaction, handled payments (cash, credit/debit cards), and delivering excellent customer service.
- Operated cash registers, POS systems, and other equipment to record sales and accept payments
- Reported about the daily collection to general manager and compute totals of transactions on a daily basis.
- Examined large denomination bills for counterfeiting to prevent fraud.
- Provided friendly and efficient customer service, answered questions, and resolved issues or complaints.