



# MRS. SHYNI SUMESH

Cashier \ Accountant

## PERSONAL DETAILS

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🌐 AL NAHDA, SHARJAH, U.A.E.

**Passport** : B8359807  
**Nationality** : Indian  
**Gender** : Male  
**D.O.B** : 05-05-1988  
**Visa status** : Visit Visa

## EDUCATION

- ❖ SSLC Pass out in 2004
- ❖ PLUS TWO (2004 – 06)

## OTHER QUALIFICATION

- ❖ Diploma in Computer Application
- ❖ Diploma in Foreign & Financial Accounting
- ❖ Certificate in Computerized Accounting

## COMPUTER SKILLS

- ❖ Micro soft office
- ❖ Excel
- ❖ Data entry
- ❖ Knowledge of accounting standards
- ❖ Familiarity with accounting tools

## SKILLS

- **Customer Service:** Ability to provide friendly and helpful service, ensuring a positive shopping experience.
- **Attention to Detail:** Precision in scanning items and handling payments to avoid errors.
- **Communication:** Strong verbal skills to interact effectively with customers and team members.
- **Basic Math Skills:** Proficiency in handling cash transactions and making change accurately.
- **Time Management:** Ability to work efficiently during busy periods and manage time effectively.
- **Problem-Solving:** Capability to handle customer complaints and resolve issues quickly.

## LANGUAGE

English | Hindi | Malayalam

## Profile

I work as a cashier & Accountant at supermarket. I enjoy interacting with customers and providing them with a positive shopping experience. With attention to detail and a friendly demeanor, I strive to ensure that every transaction is smooth and efficient. I'm passionate about teamwork and love being part of a vibrant store environment!"

## Experience

Company : More Hypermarket Ernakulam  
Position : Cashier  
Duration : 2023- 2024

Company : Kerala State Electricity Board Ltd, Ernakulam  
Position : Data Entry Operator  
Duration : 2014 – 2023

Company : Mount Carmel School, Hoshiarpur  
Position : Office Clerk  
Duration : 2007 - 2009

## Duties & Responsibilities

- Scanning items, processing payments (cash, credit, debit, mobile payments), and providing receipts.
- Greeting customers, answering their questions, and providing assistance when needed. They help ensure that customers have a positive shopping experience.
- Ensuring accurate pricing, applying discounts or promotions, and making sure the right amounts are charged.
- Properly packing items to avoid damage during transport and assisting customers with bagging when necessary.
- Ensuring the cash register is balanced and keeping track of cash and receipts. They may also need to report discrepancies to supervisors.
- Handling product returns or exchanges, following store policy, and processing refunds when necessary.
- The primary responsibility is to accurately input data into computer systems or databases, whether it's customer information, financial data, inventory records, or any other form of information.
- Ensuring the accuracy and completeness of the entered data by cross-checking it with source documents or other systems.
- Ensuring the protection of sensitive or confidential information, adhering to privacy and security guidelines.
- Organizing and maintaining files and records (either physical or digital) in an orderly and accessible manner. This could involve sorting through large volumes of data to identify key entries.
- Answering phone calls, responding to emails, and directing inquiries to the appropriate staff members. They are often the first point of contact for parents, students, and visitors.
- Maintaining accurate and up-to-date student records, including personal information, attendance, grades, and any other necessary documentation.
- Assisting with scheduling appointments for teachers, school
- Monitoring and recording student attendance, notifying parents or guardians of absences, and updating school records accordingly.