



MANEESHA KRISHNANKUTTY

ACCOUNTANT/CASHIER

CONTACT

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- Karama,Dubai,UAE

SKILLS

Technical Skills

- Accounting Principles
- Financial Reporting
- Taxation Basics
- Excel Proficiency -
VLOOKUP, Pivot Table
- Accounting Software - Tally
Prime, QuickBooks (Basics)
- Bank Reconciliation
- Payroll Processing

Soft Skills

- Attention to Detail
- Analytical Thinking
- Time Management
- Communication skills
- Problem-Solving

EDUCATION

- Diploma in Accounting Basics
and Tally Software**
Vision Institute
2024 - 2025
- Electronics and Communication
Engineering**
Nirmala College Of Engineering
2012 - 2016

LANGUAGES

- English (Fluent)
- Hindi (Intermediate)

PROFILE

Organized and detail-oriented accounting graduate with four years of cashier experience seeking a position to apply my knowledge of financial reporting, tax regulations, and accounting principles. Provides well rounded customer service with strong communication skills and experienced in sales. Eager to contribute to a dynamic organization while enhancing my skills and gaining practical experience

WORK EXPERIENCE

ADNOC Distribution 2021 - PRESENT

Cashier/Customer Service

- Greet customers warmly and assist them in locating products. Address and resolve customer enquiries and complaints promptly .
- Handle checkout procedures efficiently, including receiving payments, issuing receipts and processing refunds.
- Ensure shelves are well-stocked and organized, monitor inventory levels and assist in placing orders for replenishment
- Generating daily sales reports and monitoring stocks using inventory management software
- Conducting system-based stock reconciliations to prevent discrepancies.

Muthoot Finance 2019 - 2021

Cashier

- Processing loan disbursements and repayments. Accepting interest payments, EMLs and other deposits. Ensuring accurate cash counting and managing daily cash flow.
- Entering transaction details in the finance system. Ensuring proper documentation for KYC compliance.
- Verifying daily cash transactions with system records. Generating and submitting daily reports to the branch manager.
- Reporting any suspicious transactions or discrepancies and maintaining confidentiality of customer data.

Power Electronics And Technologies 2017 - 2019

Production Engineer Trainee

- Assisting in the assembly, testing and calibration of electronics instruments. Monitoring production line operations to ensure smooth workflow. Learning and implementing manufacturing standards and procedures.
- Conducting inspections of components and final products for defects. Assisting in reducing waste and optimizing resource utilization. Coordinating with design, R&D and quality assurance teams.