



**MANISHA LAKRA**  
CASHIER/ ACCOUNTANT

## SUMMARY/ OBJECTIVE

**Cashier/Accountant with 06 years of experience in cashier, General Accountant, retail operations, stock management, and customer relationship management excels in a fast-paced environment. Ensure customers have a great experience every time. Available for an immediate interview and call.**

## WORK EXPERIENCE

Destination: Cashier /Sales Associate Jewelry

**Mehra's sons' jewelers New Delhi, India** Period: 06-Jan-2016 to 26-Nov-2019

### Responsibilities

- Handle cash, credit, or check transactions with customers
- Scan goods and collect payments.
- Issue change, receipts, refunds, or tickets.
- Resolve customer complaints, guide them, and provide relevant information.
- Answer customers' questions and get a manager if an answer doesn't solve the issue.
- Keep reports of transactions

Destination: Cashier / Customer Service Repressive

**Rameez Hyper Market Sharjah.** Period: 15-Dec-2020 to 26-Aug-2023

- Greeting customers and collecting payments, including cash, check, card, and layaway.
- Using scanning devices, honoring coupons, and giving appropriate change.
- Providing a positive customer experience with fair, friendly, and courteous service.
- Answering customer inquiries and resolving customer issues.
- Accepting and processing customer returns.
- Keep reports of transactions.
- Daily Report making & properly submit.

## PERSONAL DETAILS

**Date of Birth: 06-11-1994**

**Nationality: Indian**

**Gender: Female**

**Visa Status: Own visa (08-10-2025)**

## CONTACT INFORMATION

- **Al Qusais ,Dubai,UAE**
- **0566235883/0505152636**
- **manishaorrno@gmail.com**

## EDUCATION

- **B.A Pass (Economic)**  
**University of North Bengal,**  
**India -2016**

## LANGUAGES

- **English**
- **Hindi**
- **Arabic**

## PERSONAL INTEREST

- **Human Psychology**
- **Reading Books**
- **Traveling**
- **Fashion**

## SKILLS

- **Good Public organizer**
- **Critical thinker /, Complaint Resolution**
- **MS – Office**
- **POS System**
- **Call Handling, Easy Going**
- **Team Building**

Manisha Lakra