

# Mansoor

Cashier

📍 Al Rashidiya, Dubai

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## Objective:

Cashier with a winning attitude and desire to deliver an exceptional service. looking to use my communication and leadership skills to enter the sales field, Administration, Customer service etc.

## Experience:

Name of company : D-Mart, Hyderabad  
Position : Cashier  
Location : Hyderabad, Telangana  
Period : December 2020 to September 2022

### Responsibilities:

- Provides a positive customer experience with fair, friendly, and courteous service.
- Registers sales on a cash register by scanning items, itemizing, and totaling customers' purchases.
- Itemizes and totals purchases by recording prices, departments, taxable and nontaxable items; and operating a cash register.
- Enters price changes by referring to price sheets and special sale bulletins.
- Collects payments by accepting cash, check, or charge payments from customers and makes change for cash customers.
- Balances cash drawer by counting cash at beginning and end of work shift.
- Provides pricing information by answering questions.
- Maintains checkout operations by following policies and procedures and reporting needed changes.
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations.
- Contributes to team effort by accomplishing related results as needed

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Name of company : Hotel Sitara Grand  
Position : Receptionist  
Location : Hyderabad, Telangana  
Period : June 2018 to March 2020

### Responsibilities:

- Welcoming visitors by greeting them, in person or on the telephone; answering or Referring inquiries.
  - Arranging appointments for guests to meet with company staff.
  - Collecting payments in form of cash, credit card on purchasing of a new access card.
  - Enter transaction in the cash register and provide customers with the total bill.
  - Administrating all reservations and cancelations; and providing reports upon management's requirement.
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- Fulfilling all reasonable requests from clients to ensure their comfort, satisfaction, and safety.
- Handle all correspondence incidents of importance occurring in the property.
- Providing advice, direction on the local community, places of interest and 24 hours services.

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Name of company : Waw Las Vegas fashion garments, Secunderabad.  
 Position : Sales Executive  
 Location : Hyderabad, Telangana  
 Period : February 2017 to March 2018

#### Responsibilities:

- Greet customers and ascertain what each customer wants or needs.
- Open and close cash registers, performing tasks such as counting money, separating Charge slips, coupons, and vouchers, and making deposits.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Compute sales prices, total purchases and receive and process cash or credit payment.
- Watch for and recognize security risks and thefts and know how to prevent or handle these situations.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Answer questions regarding the store and its merchandise.

#### Education:

B.com (computers) from Osmania University (discontinued)  
 Computer Science Engineering (C.S.E) from City junior college  
 Secondary school certificate from St. Amen's high school

#### Professional Skills:

- Presentable appearance with excellent speaking and written skills
- An ability to work under minimum supervision, Self-motivation
- Ability to understand the requirement and convince the customer.

#### Computer Skills:

IT Literate and ability to use all Microsoft programs,  
 Computer Hardware, Computer Documents Server,

#### Personal details:

Date of birth : 20th-04-1993  
 Birth of place : Ras Al Khaimah, UAE  
 Nationality : Indian  
 Languages known : English, Hindi, Urdu,  
 Visa type : Visit Visa  
 Passport number : L7091831

#### Referee:

To be provided upon request.

**Mansoor**