



NASRIN BANU MOHAMED ISHAK

CASHIER RECEPTIONIST

CONTACT

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- Muhaisnah 4, Dubai, UAE.

EDUCATION

2001 - 2002

VALLALAR HIGHER
SECONDARY SCHOOL

- Higher Secondary School

2022 - 2023

NST ONLINE ACADEMY

- Tally Prime

SKILLS

- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English
- Tamil
- Malayalam

PROFILE

Nasrin Banu Mohamed Ishak is an experienced cashier receptionist who has completed her higher secondary education and has obtained a diploma in tally. With a passion for providing the best service to customers, she has accumulated three years of experience in the field. Currently, she is seeking an opportunity to expand her career in Dubai, which has motivated her with its vibrant culture, diverse job opportunities and modern lifestyle.

WORK EXPERIENCE

- Sitthi Residency** 2015 - 2017
Cashier Receptionist
 - Provided excellent customer service to clients and visitors as a cashier receptionist.
 - Responsibilities included answering phones, managing appointments, greeting customers, and handling cash transactions.
 - Highly organized and skilled in balancing cash registers and point-of-sale systems.
 - Possesses strong communication skills vital in maintaining positive relationships with customers and coworkers, seeking to continue utilizing customer service and administrative skills in future career.

JOB PERSONALITY

- Tally Prime Proficiency:** Completion of the course, mastery of specific modules, and certifications obtained.
- Financial Acumen:** Understanding of bookkeeping, financial statements, and budgeting to manage financial data.
- Attention to Detail:** Importance of being detail-oriented with Tally Prime, maintaining accurate records, and ensuring data integrity.
- Organizational Skills:** Strong organizational abilities in managing accounts, invoices, and financial records.
- Communication Skills:** Effective communication for collaborating with colleagues and conveying financial information.
- Problem-Solving Skills:** Ability to troubleshoot and resolve issues related to Tally Prime functionalities.