



remyarajalekshmi9@gmail.com
+971522420867

+918086746709(whatsapp)



SHARJAH, SHARJAH

EDUCATION

Bachelor of Commerce, Co-operation - First Class
MSM Collage, Kayamkulam, Kayamkulam, Alappuzha, Kerala, India
June 2006 - March 2009

High School Diploma, Commerce with Computer - First Class
MSM Higher Secondary School, Kayamkulam, Alappuzha, Kerala, India
June 2004 - March 2006

High School Diploma, Secondary School - First Class
Pathiyoor Panchayath High School, Kayamkulam, Alappuzha, Kerala, India
March 2004

PERSONAL DETAILS

Date of Birth / Age: 24/05/1989 36yrs
Nationality: india
Marital Status: Married
Visa Status: visit
Gender: female
Religion: hind

REMYA RAJALEKSHMI

APPLYING FOR THE POST OF CASHIER

PROFESSIONAL SUMMARY

A dedicated professional with expertise in reliability assurance, efficient planning, documentation, and paper management. Demonstrates exceptional skills in maintaining accurate records and ensuring organizational efficiency. Committed to delivering high-quality results and contributing to the success of the team.

WORK HISTORY

January 2022 – March 2025

Cashier - Reliance Smart Bazaar Hypermarket, Kayamkulam, Alappuzha, Kerala

- Billing the products efficiently and accurately.
- Handling customers transactions by scanning the items and preparing a detailed bill
- Accepting the payments accurately and issuing the receipt.
- Assisting customers and maintaining a balanced cash register.

February 2015 – December 2021

Advocates Office - Clerk, Kayamkulam, Alappuzha

- Handled telephone calls professionally, resulting in positive customer feedback.
- Processed invoices accurately to avoid financial discrepancies.
- Undertook general clerical duties including photocopying and scanning; keep the workflow steady and uninterrupted.
- Streamline communication for better team coordination by promptly relaying messages.
- Assisted colleagues with administrative tasks when needed, fostering a collaborative work environment.
- Prepared documentation, ensuring all files were up-to-date and readily accessible.

March 2012 - February 2015

Gayathri Central School - Accountant, Kayamkulam, Alappuzha

- Efficiently managed payroll processing tasks, avoiding errors.
- Prepared monthly and yearly balance sheets, ensuring accuracy.
- Managed financial reporting processes resulting in enhanced transparency.

SKILLS

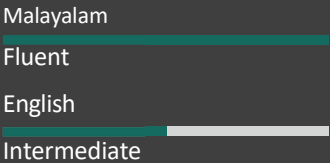
- Reliability assurance
- Efficient planning
- Bookkeeping expertise
- Filing and paper management

HOBBIES AND INTEREST

- Dance

Passport: Y6223613

LANGUAGES



CERTIFICATIONS AND LICENSES

- Tally
- MS Office