

**Mohammad Nizaar Z**

**Cashier Specialist**

Phone: +971504787532 / +971509869206

Email: [nizaar.mohammad@yahoo.com](mailto:nizaar.mohammad@yahoo.com)

LinkedIn: [linkedin.com/in/mohammad-nizaar-z-nizzu](https://www.linkedin.com/in/mohammad-nizaar-z-nizzu)

Address: 208, 2<sup>nd</sup> Floor, Baghlaf Building, Deira-Dubai, United Arab Emirates



### **Professional Summary**

- A results-driven professional with 14 years of extensive experience primarily focused on **cashiering, daily cash operations, and meticulous financial transactions**, complemented by strong customer service expertise.
- Proficient in managing **all aspects of cash handling and reconciliation**, ensuring accurate billing, invoicing, and maintaining precise financial records.
- Skilled in processing payments, handling credit/debit notes, and streamlining transaction processes for efficiency.
- Technical proficiency includes **Tally ERP, Tally Prime**, basic **SAP** functions related to billing and financial entries, and advanced **MS Excel**.
- Adept at resolving customer payment queries and coordinating effectively to ensure high levels of customer satisfaction.
- Seeking a challenging Cashier role to contribute to operational efficiency and business growth.

### **Key Skills**

- Cash Handling & Reconciliation
- Billing & Invoicing
- Customer Service
- Payment Processing
- Financial Transactions
- Data Entry & Accuracy
- Tally Prime & ERP Systems (SAP)
- MS Office Suite (Excel - VLOOKUP, Formulas, Pivot Tables)
- Customer Communication
- Attention to Detail
- Record Keeping
- Problem Solving

## **Languages**

English (Proficient) | Tamil (Native) | Hindi (Proficient) | Malayalam (Conversational) | Telugu (Beginner), Arabic (Currently Learning).

## **Professional Experience**

### **Cashier/Customer Service Associate**

**Ambal Auto, Coimbatore | December 2022 – April 2025**

- Provided excellent customer service, handling inquiries, and ensuring satisfaction, especially concerning payments.
- **Processed payments accurately, issued receipts, and managed daily cash flow with 100% accuracy.**
- Assisted with vehicle and service sales, promoting products to meet targets, and managing related cash transactions.
- Oversaw smooth daily operations, including managing cash counters and transaction integrity.
- Trained and guided new staff on cash handling procedures and service standards.
- **Maintained 100% cash handling accuracy and error-free billing.**
- **Reduced wait times by 25% and improved transaction speed by 30%.**

### **Cashier/Accountant**

**Suryabala Motors, Coimbatore | September 2020 – November 2022**

- **Managed customer transactions for two-wheeler purchases and services, ensuring accurate payment collection and handling daily cash.**
- Maintained accurate financial records related to daily sales and assisted customers with billing inquiries.
- **Coordinated with sales and service teams to ensure smooth transactions and timely payments.**
- **Handled cash deposits, reconciled daily records, and ensured accurate financial tracking.**
- **Improved transaction accuracy, reducing errors by 10%.**
- **Streamlined cash deposit processes, cutting down time spent on reconciliation.**

### **Accountant (Diesel Unit)**

**Badesha & Brothers Group, Sharjah | February 2019 – August 2020**

- **Processed customer orders and collected payments for diesel sales, maintaining accurate transaction records and managing related cash receipts.**
- Managed diesel purchasing and negotiated best market prices with suppliers.
- Ensured timely delivery, quality control, and record maintenance for all fuel transactions.

### **Junior Executive-FIP**

**Al Shirawi Enterprises LLC, Dubai | June 2017 – December 2018**

- Coordinated the delivery of goods and **ensured timely payment collection from customers, handling receipts as required.**
- Prepared and sent quotations to customers, ensuring accurate pricing and delivery times.
- **Reduced order processing time by 20% through improved coordination.**

### **Accountant (Transport & Diesel Unit)**

**Badesha & Brothers Group, Sharjah | August 2015 – April 2017**

- Managed accounts payable and receivable functions, including invoice processing.
- **Reconciled accounts, tracked payments, and resolved discrepancies related to cash and bank transactions.**
- Communicated with vendors and clients to ensure on-time payments and accurate billing.

### **Customer Service Executive**

**Vodafone Ministore, Coimbatore | September 2010 – November 2014**

- Managed customer inquiries and **processed transactions for prepaid and postpaid services, including cash and card payments.**
- Provided information on product offerings and resolved customer complaints.
- **Assisted in store operations, ensuring timely service and accurate billing, often involving direct payment handling.**
- **Consistently exceeded sales targets by 20%.**

### **Education**

**Bachelor of Business Management with Computer Applications(Attested)**

Institution: Dr.SNS Rajalakshmi College of Arts & Science, Coimbatore, Tamil Nadu

### **Projects, Achievements & Activities**

- Organized and participated in the annual Sales Mela at **Dr.SNS Rajalakshmi College of Arts & Science**, gaining practical experience in sales techniques and customer engagement.
- Attended a Student Development Program at **Ramu College of Arts and Science**, Pollachi, focused on business development and management skills.
- Completed industrial training on manufacturing processes at **Sri Bala Murugan Industries**, Coimbatore, gaining insights into production operations and workflow management.
- Conducted a project to identify the **Best Mobile Brand of 2009**, analyzing market trends, consumer behavior, and brand performance.
- Assisted in budget planning for a startup business and arranged financial strategies for program execution, gaining experience in financial planning and resource allocation at **KTM Jewellery Limited**.

### **Hobbies & Interests**

- Passionate about cricket, especially as a bowler.
- Interested in AI and software tools.
- Enjoys listening to melody songs.
- Active in community work supporting orphanages and old age homes.
- Focused on personal development, particularly improving new skills.
- Loves biking through scenic routes and traveling by train to hill stations.
- Enjoys decorating with lights and indoor plants for a cozy home environment.

### **Disclaimer**

I certify that the information provided in this resume is true and accurate to the best of my knowledge and authorize its verification when required.



Mohammad Nizaar Z