



# Mohammed Shehin

## Cashier

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As a dedicated and detail-oriented cashier, I possess a proven track record of accurately handling financial transactions in a fast-paced retail environment. My strong numerical aptitude and exceptional customer service skills, combined with proficiency in point-of-sale systems, enable me to balance cash drawers, resolve customer inquiries, and maintain the highest standards of accuracy and integrity. I am eager to contribute my skills and commitment to drive efficiency in a dynamic cashier role.

## Experience

### Cashier

Jan 2022 - Sep 2023

Chellam Mart - Kerala, India

- Creating and issuing accurate and timely invoices to clients or customers based on services rendered or products delivered.
- Managed and maintained accurate cash transactions, including receiving payments, providing change, and ensuring proper documentation.
- Accurately handling customer transactions, including cash, credit, and electronic payments.
- Closing out registers, reconciling sales, and preparing daily financial reports.
- Proficiency in using point-of-sale (POS) systems and other cashier-related technologies.
- Ensuring precision in cash handling and transaction recording to prevent discrepancies.
- Conducted regular reconciliations to match financial records with bank statements, identifying and resolving discrepancies promptly.
- Delivered excellent customer service by addressing inquiries, handling returns, and resolving any payment-related issues in a professional and timely manner.
- Maintained organized and detailed records of financial transactions, supporting auditing and financial analysis processes.
- Utilized accounting software and point-of-sale systems efficiently, staying abreast of updates and enhancements to optimize workflow.
- Managing invoices, processing payments, and tracking receivables to ensure timely financial transactions.

## Education

REHDAMS (Regional Human Resource Development and Management Society)

Feb 2021 - Sep 2021

- Diploma in Master Accountant
- Microsoft Excel (special emphasis on Accounting)

University of Kerala

July 2017 - Sep 2020

- B.com with electronic data processing & computer applications

Government Higher Secondary School

July 2015 - Mar 2017

- Commerce with computer applications

## Skills

- Cash Handling
- Accounting Software
- Data Entry
- Point-of-Sale (POS) Systems
- Time Management
- Bookkeeping
- Microsoft Excel
- Customer Focus
- Attention to Detail
- Adaptability