



SAIBU ALIKHAN.S

Date of birth: 20/12/1994

Nationality: Indian

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PROFILE

Secure a responsible career opportunity to fully utilize my experience and skills, while making a significant contribution to the success of the company.

WORK EXPERIENCE

Cashier Cum Petty Cashier Platinum For Passenger Transportation LLC

📅 2021 – 2023 📍 AJMAN, UAE

Job Responsibilities:

- Receiving payments, counting money, and ensuring cash is accurate.
- Maintaining records of cash received and paid, and balance sheets.
- Generating daily, weekly, monthly, quarterly, and yearly reports.
- Following payment and cash handling policies and procedures.
- Daily handling of 500 Fleet minimum.
- Responsible for collecting cash regularly from drivers and deposit to bank.
- Preparing petty cash vouchers for reimbursement.

Procurement & Petty Cash Handling Profit Group Yellow Taxi - Mowasalat

📅 2018 – 2020 📍 QATAR

Job Responsibilities:

- Controlled all kind of unnecessary expenses.
- Good purchasing management.
- Good petty cash management. .
- Lost & found management.
- Discover profitable suppliers and initiate business and organization partnerships.
- Negotiate with external vendors to secure advantageous terms.
- Approve the ordering of necessary goods and services.
- Finalize purchase details of orders and deliveries.

General Cashier Profit Group Yellow Taxi - Mowasalat

📅 2017 – 2018 📍 QATAR

Job Responsibilities:

- Daily collected more than 2 lakh QAR.
- Part of a 10million gross collection.
- Daily handling of 500 Fleet minimum.
- Multi national currency handling.
- Responsible for collecting cash regularly from drivers and deposit to bank.

SKILLS

- Cash Handling
- Accounts Documentation
- Loyal and disciplined towards duties.
- Analytical Skills.
- Follow professional ethics
- Ability to work under pressurized environment.

LANGUAGES

English



Hindi



Tamil



Malayalam



Arabic



COMPUTER SKILLS

- MS Office
- Orbit (Basic)

EDUCATION

B.Sc (IT)

Syed Ammal Arts And Science College

📅 2015 📍 RAMANATHAPURAM, TAMIL NADU, INDIA

HSC

Schwartz Matriculation Higher Secondary School

📅 2012 📍 RAMANATHAPURAM, TAMIL NADU, INDIA

SSLC

Islamic Model Matriculation Higher Secondary School

📅 2010 📍 THONDI, TAMILNADU, INDIA

PASSPORT & VISA

Passport Number : Y4338013

Date of Issue : 10/07/2024

Date of Expiry : 09/07/2034

Place of Issue : Madurai

Visa status : Visit Visa