



# MOHAMMED SHEHIN

## CASHIER & ACCOUNTANT

### My Contact

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📍 Al Wasl, Dubai, UAE

### Hard Skill

- Cash Handling
- Accounting Software
- Data Entry
- Point-of-Sale (POS) Systems
- Bookkeeping
- Microsoft Excel

### Soft Skill

- Customer Focus
- Attention to Detail
- Multi-tasking
- Time Management
- Adaptability

### Education Background

- REHDAMS (Regional Human Resource Development and management society)

*Diploma in Master Accountant*  
Completed in 2021

- University of Kerala

Bachelor's degree in Commerce.  
B.com (Electronic Data Processing  
& Computer Applications)  
2017 - 2020

- Government Higher Secondary school  
Neduveli

Commerce (Computer Applications)  
Completed in 2017

### About Me

As a cashier and junior accountant, I efficiently handle financial transactions at the point of sale, ensuring accuracy and customer satisfaction. Additionally, I assist in basic accounting tasks, such as record-keeping, reconciling accounts, and supporting financial reporting processes. My role involves maintaining a keen eye for detail, strong numerical skills, and adherence to financial procedures.

### Professional Experience

Chellam Umbrella Mart, Trivandrum, Kerala, India  
*January 2022 – September 2023*

#### Cashier & Asst. Accountant

Key responsibilities:

- 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.
- Generated and presented financial reports to management, providing insights into cash flow, revenue trends, and areas for improvement.
- 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.
- Monitoring and categorizing company expenses, ensuring adherence to budgetary constraints.
- Collaborating in internal and external audits by providing necessary documentation and explanations.