



H.Sheik Mohamed Mannar (Teller/ Cashier)



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Objective

Meticulous and customer-focused professional seeking a Cashier/Teller role to leverage strong analytical acumen, transactional precision, and interpersonal proficiency in delivering seamless financial services and enhancing client experience within a dynamic setting.

Experience

- Teleperformance Global (Client:-ADIB Bank-UAE)** May-2022 - April-2025
Teller /Cashier
 - Process customer transactions accurately including deposits, withdrawals, transfers, and payments.
 - Maintain and balance cash drawers, ensuring compliance with bank policies and cash limits.
 - Verify customer identity and validate documents to ensure secure transactions.
 - Promote and cross-sell banking products such as savings accounts, credit cards, and loans.
 - Respond to customer inquiries regarding accounts, services, and banking procedures.
 - Handle cash, checks, and other negotiable instruments with a high level of integrity.
 - Adhere to all regulatory and compliance requirements (KYC, AML, etc.).
 - Escalate complex issues or suspicious activities to appropriate departments.
 - Maintain records of transactions and ensure daily reports are completed.
 - Bin Dawood Holding (Saudi Arabia)** May-2018 - Sep-2021
Cashier
 - Handled daily cash, card, and digital transactions accurately at the checkout counter.
 - Provided excellent customer service by resolving billing queries and assisting with product-related information.
 - Maintained an organized and clean checkout area, ensuring smooth and efficient operations.
 - Balanced cash drawer at the end of each shift and reported discrepancies promptly.
 - Collaborated with floor staff for price checks and inventory support.
 - Ensured compliance with store policies and safety procedures to prevent losses and fraud.
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Education

- Bharathidasan University -Trichy** 2013-2016
B.A Economics
8.2
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Skills

MS Office suite (Excel, Word, Outlook) Communication & Team collaboration
Cash Handling & Reconciliation Data entry & Record keeping Problem solving & Decision making
Numerical & analytical skills Customer service excellence POS system operation

Certificate

- Diploma in Computer Applications from CSC

- Business English from Udemy
- Excel Skills for Business from Coursera
- Financial Markets from Coursera
- Jira
- Power BI (Basic)
- AI (Artificial Intelligence) Workshop Certificate

Languages

- English, Arabic, Tamil, Hindi, Malayalam.

Declaration

- I hereby affirm that the information provided above is accurate and truthful to the best of my understanding.