



WINNIE ATIENO OLOO

Cashier

PROFILE

Detail-oriented and trustworthy Cashier with extensive experience handling financial transactions, cash management, and credit card processing in the hospitality industry. Skilled in maintaining accurate records, verifying transactions, and ensuring compliance with financial policies. Adept at working in fast-paced environments while delivering excellent customer service. Seeking a Cashier role to contribute to efficient financial operations and guest satisfaction.

WORK EXPERIENCE

Cashier, Blue Nile Hotel - Kenya

Feb 2021 - August 2024

- Collected and verified Front Office and Food & Beverage cash remittance envelopes against the Daily Witness Sheet.
- Counted cash, cheques, and credit card vouchers, ensuring accuracy in financial reports.
- Prepared bank deposits for cheques and cash, ensuring all collections were deposited intact.
- Compiled and balanced credit card sales vouchers with computerized records for daily banking.
- Updated and maintained ongoing transaction details by Credit Card Company.
- Obtained and updated foreign exchange rates in the PMS system daily.
- Counted and balanced house bank daily while preparing necessary financial recapitulations.
- Assisted in performing cash spot checks and monitoring financial compliance.
- Provided Front Office and Food & Beverage departments with required change, anticipating needs for busy periods.
- Assisted in training staff on identifying forged banknotes, verifying cheques, and processing credit card payments.
- Supported inventory management by participating in quarterly and annual inventory checks.
- Ensured compliance with all local financial regulations and internal financial controls.

CONTACT

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📍 DUBAI UAE

EDUCATION

- Bachelor of commerce (Accounting)
Daystar University , Gaduated 2021

SKILLS

- Cash handling and reconciliation
- Credit card and cheque processing
- Bank deposits and financial reporting
- Attention to detail and accuracy
- Strong numerical and analytical skills
- Customer service and communication
- Team collaboration and problem-solving

LANGUAGES

- English
- Swahili

REFERENCES

- Available upon request