

AHMED ABDULRAHMAN SAID

CASHIER/BANKER/CLERK



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Mombasa, Kenya

I am a very hard working, dedicated trustee of almost 10years working experience with ambitions to better myself, colleagues and the company in general. I am easy to get along with and fast learner plus a mature team player and adaptable to all challenging responsibilities. I am also able to work under pressure and adhere to strict deadlines, recognized for organizational abilities and positive attitude, with interest for further educations.

EDUCATION

DIPLOMA IN BUSINESS SCIENCE – ISLAMIC FINANCIAL SERVICES

Kenya School Of
Monetary Studies

01/2013 - 08/2014

OTHER QUALIFICATIONS

DIPLOMA IN FRENCH LANGUAGE

DE L'EDUCATION
NATIONALE

2014

COMPUTERISED ACCOUNTING COURSE - QUICKBOOKS

Jusnet Business Institute

03/2012 - 04/2012

CERTIFICATE IN COMPUTER OPERATIONS

Jusnet Business Institute

12/2011 - 01/2012

EXPERIENCE

CASHIER/CLERK

MINI BAKERIES (MOMBASA) LIMITED | 11/2015 - PRESENT

I am honoured to work in one among leading FMCG companies in East Africa.

As a cashier my responsibilities include:

- Receiving of cash from customer, checks and also mobile money transfer which I accurately post to their respective accounts, and also following up on pending payments.
- Managing automated payment on Digital Distributors Solution reflect on SAP accurately.
- Paying wages to casual staff and daily internal bakery expenses.
- Banking/receiving cash, when necessary, which includes banking of statutory deductions from casual employees.
- Filling and making sure all records from customers and employees up to date and well organised.
- Balancing cash in hand against receipts and m-pesa on daily bases.

As a clerk my responsibilities include:

- Raising of internal reports from SAP and exporting them to excel creating pivot table when necessary.
- Production of finished products from SAP system
- Creating orders and accurately invoicing customers.
- While maintaining excellent service and customer satisfaction.
- Successfully meeting all set targets and goals, contributing to the overall success of the organisation.
- Scanning of documents and maintain both soft and hard copy files.

ACHIEVEMENTS

Won mathematic contest certificate in high school.

SKILLS

SAP

TALLY

- Manage high pressure deadlines with ease and efficiency
- Time Management
- Organisation
- Adaptability
- Problem solving
- Teamwork
- Communication

LANGUAGE

Native Swahili

Excellent English

Basic Arabic

Basic French

REFERENCES

Mohammad Abdalla Ali

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Swaleh Mohammad Ali

+254710156472, Kenya

swalahhh27@yahoo.com

- Ensuring office is clean and well organised for easy reference for any document needed.
- Working extra hours to complete on daily

CASHIER

RENBOW VENTURES LIMITED | 02/2015 - 10/2015

I was privileged to work in one among the best industries of making all types of tents and canopy in Mombasa. Where I was creating orders for customers, receiving payments, paying of daily expenses and paying of statutory deductions to respective individuals on monthly basis.

GULF AFRICAN BANK | ATT: 06/2014 – 08/2014

In part of my college certificate, I was attached in Kenya's premier Islamic Bank, Gulf African Bank in clearing department.

Part of my duties were:

- Confirming of cheques, which I scanned, checked the figures were correctly written plus the word, signatory and date.
- Filling of documents

KENYA SCHOOL OF MONETARY STUDIES | ATT: 06/2013 – 08/2013

In part of attaining my college certificate, I was attached at our school in Human Resources department, where I used to keep record of staff, maintain files and proper allocating of documents.

KOBIL DOWNTOWN FILLING STATION | 01/2012 – 12/2012

After high school I was lucky to get some part time income from Kobil filling station before joining college, where I was the supervisor, maintaining of files, paying of staff and doing banking when necessary.