



# Karthika Surendran

## Contact

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Al barsha, Dubai

## About Me

Dedicated and detail-oriented Center Cashier Officer with experience in cash handling, customer service, and financial management. Proficient in computer applications, including DTP, DIFA, and QuickBooks.

## Computer Skills

- DTP
- DIFA
- MS Office
- Graphic design
- Tally (ERP 9)

## Education

Bachelor of Arts [Economics]  
MG University

Higher Secondary Education  
MG University

## Experience

- Cashier**  
*Grandiose Supermarket, UAE* 2023 - 2025
  - Managed cash transactions and maintained accuracy.
  - Provided excellent customer service and resolved issues.
  - Demonstrated strong attention to detail and organizational skills.
  - Coordinated with other departments to ensure smooth operations.
  - Assist with inventory management, including receiving, stocking, and counting merchandise.
- Cashier**  
*Day to day supermarket, UAE* 2021- 2023
  - Handle cash, credit, or check transactions with customers
  - Scan goods and collect payments
  - Issue change, receipts, refunds, or tickets
  - Resolve customer complaints, guide them, and provide relevant information
  - Answer customers' questions and get a manager if answer doesn't solve the issue
  - Provide excellent customer service to ensure satisfaction
- Studio Assistant**  
*Photo Point Studio, UAE* 2019- 2021
  - Maintaining customer relationships
  - generating leads, keeping the CRM data updated, taking sales calls, and achieving the sales target.
  - Presenting and demonstrating products or services
  - Collaborating with team members and other departments.

## References

Reference available upon request