



7003232798



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Kolkata, 700070, India

SKILLS

Team collaboration

Cash management

Patience and empathy

Customer relations

Sales techniques mastery

Payment processing

Sales transactions

Work ethic and integrity

Organizational growth

Time management skills

Fraud prevention awareness

Reports and documents

POS system operations

Records maintenance

Multitasking and organization

Receipt handling

Cash handling expertise

Customer service

Case Book

BRS

Bill and Voucher entry

Arup Bag

CASHIER AND SR. CASHIER

ABOUT ME

With a proven track record at Aakash Educational Service Ltd, I excel in cash management and fostering customer relations, enhancing organizational growth. My expertise in POS system operations and exceptional team collaboration has significantly contributed to efficiency improvements. I bring a strong work ethic and integrity, ensuring high levels of customer satisfaction and operational excellence.

WORK EXPERIENCE

Accounts Department (Cashier)

Aakash Educational Service Ltd / Kolkata / Aug 2022 - Present

Billing,Petty Cash handling,Banking etc.

Cashier and Sr.Cashier

MAX FASHION RETAIL DEVISION(Landmark Group) / Kolkata / Mar 2018 - Aug 2022

Billing and Customer service etc.

EDUCATION

Graduation

Vidyasagar University / 2014

Diploma

Indian Institute of Office Management / India / 2012

- Duration: One Year
- Course consisting of- COMPUTER SKILL: Computer Fundamental, Microsoft Office (word, excel, power point), letter drafting, salary sheet, Mail Merge, chart creation.
- ADVANCEEXCELSKILLS: Data analysis, Logical Statement, Macros, Database Management System, Developer Tools.
- COMMERCIALCORRESPONDENCESKILLS: Basic Concept, Journal, Ledger,Petty Cash, Banking etc.

LANGUAGES

Bengali

Hindi

English

HOBBIES

Net surfing,Interacting with People,Listening Music,Cooking etc.

PERSONAL DETAILS

Date of birth

15 Apr 1993

Nationality

Indian

Marital status

Single