



Vijith V Pillai

OFFICE ASSISTANT
CASHIER

PROFILE

 vijithvpillai4694@gmail.com

 +971545671214

 Dubai

 Nationality
Indian

SKILLS

Communication
Time management
Leadership
Problem solving
Teamwork

LANGUAGES

English
Hindi
Malayalam
Tamil

OBJECTIVE

Dedicated supervisor with strong leadership and communication skills that allow me to connect with my team more effectively and increase our productivity .

WORK EXPERIENCE

Cashier Valtrans Transportation Systems & Service UAE

09/2023 - 08/2024

- Process payments for Valet parking services using cash, creditcard or mobile payments.
- Handling customer payments, make change and provide receipts.
- Maintain accuracy and balance cash register.
- Prepared daily, weekly and monthly sales reports.

Cashier/ Office Staff AV Marbles,Kollam,Kerala, India

07/2016 - 06/2023

- Welcoming customers, answering their questions, helping them, and providing advice or recommendations.
- Operating scales, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices are accurate as per job card created and providing a receipt & gate pass to every customer.
- Processing refunds and exchanges, resolving complaints.
- Maintaining a clean workspace.
- Overseeing general office operation.
- Greeting visitors, answering incoming phone calls , e-mails and delivering very good service to our customers.
- Arranging and coordinating appointments and meetings and managing staff calendars and schedules..

Office Assistant Al-Yamama Group , Al Seef, Kingdom of Bahrain

11/2012 - 06/2016

- Maintain office cleanliness and organization.
- Serve beverages to staff and visitors.
- Assist in office errands and deliveries.
- Help with document filing and general office duties.
- Support other departments as required.
- Support staff with setting up meeting rooms and equipments.

Cashier/ Customer Service Green park Luxury Hotel, Ernakulam,Kerala, India

05/2008 - 09/2012

- Welcoming and seating guests.
- Taking guest orders.
- Communicating orders effectively to the kitchen.
- Memorizing the menu and offering recommendations to upsell appetizers, desserts, or drinks.
- Delivering food and beverages to customers.
- Prepare the bill and proceed the refunds, discounts.
- Balanced cash register and reconciled daily sales report.

EDUCATION

V H S E Computer Applications

- 03-2006

Diploma in Computer operator & programming assistant

- 07/2007