

CONTACT

MANJUSHA TU

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EXPERIENCE

18/01/2021 -
20/01/2023

- **Cashier**
Muthoot fincorp Ltd
 - Manage transactions with customers using cash registers
 - Scan goods and ensure pricing is accurate
 - Collect payments whether in cash or credit
 - Issue receipts, refunds, change or tickets
 - Redeem stamps and coupons
 - Cross-sell products and introduce new ones
 - Resolve customer complaints, guide them and provide relevant information
 - Greet customers when entering or leaving the store
 - Maintain clean and tidy checkout areas
 - Track transactions on balance sheets and report any discrepancies
 - Bag, box or gift-wrap packages
 - Handle merchandise returns and exchanges

25/06/2019 -
25/12/2021

- **Cashier Cum Customer Service Executive**
Ahalia Finforex
 - Answering client correspondences through email, social media, and by phone.
 - Maintain clean and tidy checkout areas
 - Track transactions on balance sheets and report any discrepancies
 - Bag, box or gift-wrap packages
 - Handle merchandise returns and exchanges.
 - Rerouting customer calls to other departments when advanced solutions are needed.
 - Managing orders and ensuring their prompt delivery.

EDUCATION

2017

- **Mahatma University**
Bachelor's Commerce

SKILLS

- Team Management
- Computer skills
- Quick learner
- Creativity
- Problem Solving
- Adaptability
- Critical thinking

LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM

TECHNICAL SKILLS

- Professional Diploma in Computerized Financial Accounting
 - Tally prime- With GCC VAT Accounting
 - Microsoft Office Advance Excel