



## ABDUL RAHMAN ARIF

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**OBJECTIVE:** - The Cashier`s role is to ensure that each and every Customer is Served in a friendly Dedicated and detail-oriented cashier with exceptional customer service skills and a proven track record of handling cash transactions accurately and efficiently. Seeking a cashier position to contribute my strong organizational skills and commitment to providing excellent service.

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**SUMMARY:** - Experience Summary More than 10+ years in this field.

### **Personnel Details**

- Father`s Name: M.A. Qayyoom
- Current Location: Hor Al-Anz, Dubai UAE.
- Last Position: Cashier
- Previous Company: King Khaja Restaurant (India)
- Driving license: Indian & Saudi Arabia
- Date of Birth: 11-05-1979
- Email: [arif78644@gmail.com](mailto:arif78644@gmail.com)
- Mobile: +971- 588192995
- Visa Status: Visit Visa 60 Days.
- Passport No. X6051930

## **Skills:-**

- Timely Manner, this includes Greetings Customers as they Enter the Super Markets Shopping Mall Restaurant, or Baker`s Shop.
- Processing Customer Order through the POS System, and Notifying the Kitchen Staff of any Special Requests.
- Customer issues and maintain their assigned areas of the restaurant.
- Achieved sales goals through product recommendations to guests
- Assisted with the flow of guests by taking food and drink orders as needed
- Cash handling and end of day revenue reconciliation and applicable paperwork
- Monitoring the status of placed orders and encouraging the workers for faster preparation of orders
- Assuring the quality of food and arrangement of dishes are as per the standards marked by the higher authorities
- Maintaining detailed records of served orders and collected cash
- Assisting the cashier in generation of the daily cash reports
- Identified and investigated any cash differences or discrepancies.
- Responsible for daily cash, reconciliation cash counting, petty cash and balance floats.
- Cash register transactions, drawer balancing.
- Operate POS System, inventory Management, Price Editing.

## **Work Experience: -**

**King Khaja Restaurant**

**2019 to 2023 Hyderabad,India.**

### **Job Role: Cashier**

- Take customer orders, accurately record them, and enter them into the point-of-sale (POS) system.
- Manage cash, credit, and debit card transactions accurately and efficiently.
- Ensure the cash register is balanced and reconciled at the beginning and end of each shift.
- Provide customers with information about the menu, specials, ingredients, and dietary restrictions.
- Handle reservations and maintain a waiting list during peak dining hours.
- Address customer inquiries, concerns, and complaints in a professional and friendly manner.
- Coordinate with the kitchen staff to ensure accurate and timely order preparation.
- Recommend additional menu items, beverages, or desserts to increase sales and enhance the dining experience.
- Stay updated on new menu items, promotions, and restaurant policies through regular training and communication with management.

**Job Role: Cashier**

- Monitoring the status of placed orders and encouraging the workers for faster preparation of orders.
- Assuring the quality of food and arrangement of dishes are as per the standards marked by the higher authorities.
- Maintaining detailed records of served orders and collected cash.
- Assisting the cashier in generation of the daily cash reports.
- Operate all aspects of the register, including cash and card transactions, coupon & vouchers Transaction.
- Maintain an accurate cash drawer, ensuring that all transactions are accounted for by the end of the shift.

**CERTIFICATIONS**

1999                      Advance Diploma in Computer Hardware. Global Software Academy.

**EDUCATION**

1998                      Higher Secondary School    National College, India.

1996                      Secondary School Certificate    Khaja High School, India.

**LANGUAGES**

- English
- Arabic
- Urdu
- Hindi

**Abdul Rahman Arif**