



MOHAMMATHANIFA KIYAS MOHAMED

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I have more than seven years of experience in multiple professional positions, such as cashier, teller, typist, sales, and driver. I would like to work with a new challenging position to utilize my experience and multilingual knowledge.

Professional Experience

AL NOUMAS COPY CENTER - KUWAIT TYPIST / SALES / CASHIER

08/12 - 02/15

I have worked 3 years in Al Noumas Copy Center Kuwait as a Typist, Salesman and Cashier. (From August 2012 to February 2015)

- Typist English and Arabic
- Microsoft office knowledge
- Sales skills

KUWAIT INDIA INTERNATIONAL EXCHANGE COMPANY - KUWAIT TELLER / CASHIER

03/16 - 03/19

I have worked 3 years as a Teller and Cashier in Kuwait India International Exchange Co. (From March 2016 to March 2019)

- Sending transition worldwide bank to bank and cash pickup. Preparing transactions and collect the payment from customer issuing a payment voucher.
- Counting the money with using counting machine
- Preparing bundle all vouchers and card payment receipt.
- Finally preparing a Tally report every Day end

ROYAL HORIZON - FAZAA STORES - ABUDHABI, UAE CASHIER

07/22 - present

Currently working as a cashier in Royal Horizon Fazaa Stores in Abudhabi branch. (From July 2021 to Present)

- Welcoming customers
- Scanning goods and collect the payment from customer
- Thanking to customer.
- Guide the customer to section
- Keep cleaning in the counter
- Finally preparing a Tally report every shift close and keep the petty cash.

Education

BT/BC/MEERAVODAI AL HIDHAYA NATIONAL COLLEGE - SRI LANKA
ADVANCE LEVEL IN ARTS - 3C

05/05 - 08/07

ASIAN COMPUTER SYSTEM - SRI LANKA
DIPLOMA IN MICROSOFT OFFICE - B

01/10 - 01/11

- MsWord, Excel, PowerPoint

Language Known

- English (Speak,Read,Write)
- Arabic (Speak,Read,Write)
- Tamil (Speak,Read,Write)
- Sinhalese (Speak,Read,Write)
- Malayalam (Speak)
- Hindi (Speak)
- Telugu (Speak)

Visa Status

- Visa type : Employment visa
- Expiry date : 10.08.2024
- Issuing Place : Abudhabi

Key Skills

- Computer knowledge
- Mathematics skills
- Fast learning
- Operating POS system
- Multi language
- Email and Internet browsing
- Accounting knowledge
- Good communication
- Keep friendship with customer

Interests

- Learning
- Photograph
- Creating