



MOHAMED FAZIL

Cashier

SUMMARY

Dedicated and results-oriented Cashier with extensive experience in handling cash transactions, maintaining accurate records, and providing exceptional customer service. Proficient in bookkeeping, petty cash management, and inventory handling. Skilled in reconciling accounts, resolving discrepancies, and adhering to strict security protocols. Adept at utilizing MS-Office and accounting software to streamline operations. Proven ability to work collaboratively in fast-paced environments to achieve organizational goals.

WORK EXPERIENCE

Cashier | Nov 2021 – Jul 2023

Arabian Holding Group – Arabia Taxi
Ras Al Khaimah, United Arab Emirates

- Provide a positive customer experience with fair, friendly, and courteous service.
- Collect cash from Taxi Drivers as per their trip schedules and ensure there are no disputes in trip schedules and Taxi Drivers payments.
- Verify cash acceptance by reviewing and recording driver's ID number.
- Segregate Foreign Currencies and Local Currency.
- Ensure all foreign currencies are exchanged at the end of the month or when a lump sum amount is reached.
- Reconcile daily cash collection with system-generated daily collection report at the end of the day.
- Report unpaid collection reports to supervisor at the end of the day.
- Reconcile cash drawer at the start and end of each shift, accounting for errors and resolving discrepancies.
- Work flexible schedules and extra shifts to meet business needs.
- Contribute to team effort by accomplishing related results as needed.

Cashier | Sep 2018 – Aug 2021

Fast Service Centre Sole Proprietorship LLC (Member of Emirates National Group)
Sharjah, United Arab Emirates

- Update and maintain daily petty cash expenses and reimbursed based on a weekly basis or when a minimum amount is reached.
- Ensure all expenses are accounted for in correct overheads.
- Collect and post receipts for Outside/Corporate Customers.
- Check Sales Invoices and arrange submission to Customers.
- Maintain Cash Collection reports and POS Reports.
- Ensure POS settlement has been made at the end of the day.
- Authorize/Suspend sales invoices on ERP. Passing credit note / debit note if necessary.
- Review all supplier invoices with GRN & LPO documentation for accounting supplier liability.
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and practices.
- Correspondence with Customers for their queries.
- Keep information confidential.
- Respond to queries for information and access relevant files.
- Comply with data integrity and security policies.

DECLARATION


I hereby declare that the above given particulars are true to the best of my knowledge.


Place:

MOHAMED FAZIL

Date:

CONTACT

 (+971) 56 195 2320

 fazil79632@gmail.com

 Dubai, United Arab Emirates

EDUCATION

B. Com (General)

Jamal Mohamed College – TN, India.

SKILLS

Technical Skills

- Oracle
- Focus
- Tally
- Microsoft Office (Word, Excel)
- Book Keeping.
- Petty Cash Handling.
- Inventory Handling.
- Coin and Currency Counting

Soft Skills

- Communication Skills
- Leadership Abilities
- Team Collaboration
- Time Management
- Creative Innovation
- Project Management
- Interpersonal Skills
- Decision Making

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

PERSONAL INFO

Nationality : Indian
Marital Status : Married
Passport No : W7544404
Passport Expiry : 23/01/2033