

# **Bavithra Banu**

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## **Job Apply for Cashier**

### **CAREER OBJECTIVE**

Energetic, hardworking cashier valued for fast, friendly service and accuracy in handling customer transactions. Address customer's needs while quickly moving them through the check-out process. Passionate about serving others and eager to take on new responsibilities and leadership roles.

### **Skills**

- Cash Register Transactions
- Cashier Audits & Reports
- Refund and Exchanges
- Inventory Management
- Drawer Balancing
- Customer-Service
- Customer assistance
- Loss Mitigation
- Retail Front – End Operations
- Complaint Resolution
- Payment collection
- Pos Systems

### **WORK SUMMARY**

#### **AL MADINA HYPERMARKET AL AIN, UAE HEAD CASHIER**

- Counted cash in register drawer and beginning and end of shift
- Restocked, arranged and organized merchandise in front lanes to drive products sales
- Helped customers complete purchases locate items and joined Reward programs to promote loyalty, satisfactions and sales numbers.
- Provided training / coaching, daily observations and monthly performance reviews for all cashiers, and some other department associates
- Used consultative sales approach to understand customer need and recommended relevant offering
- Prepare and issue work schedules, deadlines, and duty assignments for cashiers, loaders, and fellow head cashiers
- Investigated and resolved customer inquiries and complaints in a timely and empathetic manner.
- Greeted customers entering the store to ascertain what each customer wanted or needed.
- Calculate total payments received during a time period, and reconcile this with total sales.
- Received payment by cash, credit cards/debits, and issued receipts, refunds, store credits to customers.

#### **KUMAR ORTHOPATIC HOSPITAL, TAMIL NADU, INDIA MEDICAL RECEPTIONALIST**

- Answering telephone calls and dealing with face-to-face enquiries.
- Politely greeting patients and visitors to the center.
- Explaining the practice procedures to new patients.
- Dealing with all requests in an efficient and courteous manner.
- Opening post and forwarding it onto the relevant parties.
- In charge of the doctor's diary.
- Writing letters and correspondence on behalf of the surgery and medical staff.
- Scheduling appointments for patients.
- Updating the surgeries computer system with appointments and personal details.
- Maintaining a clean reception area to show a professional image.
- Arranging for clinical nurses to check a patient's blood pressure, height and weight.
- Making sure that the appointments system runs smoothly.
- Screening enquiries for the doctors and medical staff.
- Checking patients in and out.
- Accurately collecting information and personal details about patients.
- Arranging any necessary follow up appointments for patients with hospitals or with other healthcare professionals.
- liaising with couriers and delivery companies.
- Arranging prescriptions for patients.
- Organizing meeting between the practice staff and senior managers.

**IT SKILLS SET**

- Diploma in computer Science, Internet & Email.

**EDUCATIONAL QUALIFICATION**

- Diploma in operation theatre technology at GNM Nursing college. (2014 to 2016)

**PERSONAL INFORMATION**

Date of Birth : 02/06/1995  
Nationality : Indian  
Social Status : Single  
Date of Issue : 16/07/2019  
Date of Expiry : 15/07/2029  
Passport No. : T2142915  
Visa Status : Visit Visa  
Languages Known : English, Tamil, Hindi & Malayalam, & Arabic  
Address : Khalidiya, Abu Dhabi UAE

**DECLARATION**

I hereby declare that all the information furnished above is true to the best of my knowledge.

Thanking You,  
Bavithra Banu