

ACCOUNTANT-CUM-CASHIER

ATHIRA AMBIKA



Career Objective

Dedicated, Passionate, Experienced and Highly Responsible **Accountant-cum-Cashier**, Who multilingual with an experience of **4 years**. Aiming to leverage my skills to successfully fill the position at your company

Experience

2022 August –2023 May

- Cashier and Accountant • Jawal Al Madina Super Market

2019 July –2022 June

- Billing and Cashier • Yes Bharath Wedding Collection

Education

- **High Secondary School, Computer Science - 2018**
- **ITI- Computer Operating And Programming Assistant - 2022**

Responsibilities

- Process Day-to-Day Transaction
- Accepting cash and other form of payment
- Answer customer concerns and clarification
- Counting the cash in your drawer before and after your work shift to ensure it balances
- Reconcile cash drawers and Sales Receipts
- Maintaining daily Opening and Closing Report
- Recording all customer transactions electronically
- Maintain clean and tidy checkout areas.

Personal Strength

- Maintaining balanced personality even in high times.
- Hard worker, dedicated man willing to do whatever is needed to complete the job.
- Willing to learn new things.



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Communication

- English
- Hindi
- Tamil
- Malayalam

Hobbies

- Photography.
- Cooking.
- Reading books.