Name: xyz                                                                                          (Paste your pic here)

Mobile:000

Passport No:000

E-mail:xxxx

Applied For: Cash Officer/ Cash Counter/Cash & Carry/Front Desk Cashier/Hotel Cashier/Bank Cashier

Abu Dhabi, United Arab Emirates.

**JOB OBJECTIVE:**

**(Cash Officer/ Cash Counter/Cash & Carry/Front Desk Cashier/Hotel Cashier/Bank Cashier/Store Cashier/Hospital Cashier/Auto Service Cashier/Safety Cashier/University Cashier/Shop Cashier )**

To work in an organization, that gives me ample opportunities to harness my skills. I would love to work in an environment that allows me to utilize my potential as a representative of Co. I would be highly privileged, to apply my accounting & technical skills for the benefit of organization.

**PROFILE: (Cash Officer/ Cash Counter/Cash & Carry/Front Desk Cashier/Hotel Cashier/Bank Cashier/Store Cashier/Hospital Cashier/Auto Service Cashier/Safety Cashier/University Cashier )**

·         Have 8+ years of experience in Accounts in India.

·         Well versed in a computerized accounting (Tally & Impurest cash) environment.

·         XYZ Bachelor of Commerce in Computer Application.

·         Proficient in MS Office Applications

·         Having Indian Driving License

·         Have detailed knowledge of accounting procedures, finance management, liaison with banks, develop & nature client relations and budgeting aspects.

·         Possess demonstrated ability to work effectively and congenially with employees at diverse levels. / Strongly commercial with excellent communication and influencing skills.

·         Good team player with excellent communication and interpersonal skills.

.Willing to take up responsibilities and work under guidance with little on-going supervision.

**WORK HISTORY:**

* Work as an CASHIERin ABC PVT LTD**.**
* FRONT DESK CASHIER& CASH EXECUTIVE**,**Standard Electrical, India .

**ABC PVT LTD**  
**CASHIER/CASH & CARRY OFFICER**

Description of Work Profile:

* Handling all the Accounts of the Customers & Vendors.
* Maintaining proper records for Receipts, Payments
* Scrutinizing cash vouchers & purchase invoices, Credit memo’s received from different parties and suppliers.

Responsibilities:

* Managed accounts payable, accounts receivable, and payroll
* Managed the internal and external mail functions
* Performed general office duties and administrative tasks
* Generated monthly close of financial statements
* Researching discrepancies and reconciling accounts
* Coordinating with location managers and vendors
* Administered online banking functions
* Prepared and reviewed appropriate ledger entries and reconciliation
* Prepared management reports concerning purchases, sales, and inventory
* Handling collection for over 3000 customers
* Prepare, verify, and process invoices and coding payment documents
* Verify that transactions comply with financial policies and procedures
* Bank reconciliation
* Verify ledger accounts
* Prepare book entries and issuing of receipts
* Maintain &amp; update customer records &amp; file numbers

Skills:-

* Fluent In Microsoft Excel &amp; Spreadsheets
* Experience in working with Tally software and is adaptable to other accounting tools
* Knowledge of bookkeeping procedures and maintaining general ledgers

**QUALIFICATION:**

* Com with (Computer)Osmania University
* Intermediate from Board of intermediate of AP
* SSC (Board of Secondary Education A.P)

**SOFTWARE PROFICIENCY:**

* E2 teaming together
* Photoshop
* Microsoft Office
* Tally ERP 9, Wings,
* Focus

**PERSONAL PROFILE:**

Nationality                      : Paki

DOB                                  : 000

Marital status                  :Single

Language Known            : English, Arabic, Hindi, and Urdu.

Visa status**:**valid till 0000

**REFERENCE:**

can be provided on demand.