



Career Objective

I am Seeking a career with potential growth prospects. Specializing in Retail Supermarket chain Experienced with all stages of the Retail Billing Department. Focused, confident, and committed professional. Seeking the new job role to exhibit my communication, leadership, and interpersonal skills, Supervisory and Team Management in the best interest of the organization.

Fatima Raju

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Education

Pre-University College
Mumbai University - India

Skill Highlights

- Team management
- Strong decision maker
- Complex problem solver
- Hard Worker/Honest

Technical Skill

Basic Computer Data Entry
MS Office, Internet

Languages

English
Hindi

Declaration

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

Dubai -UAE

Fatima Raju

Experience

Admin & Cashier | Shankar Trading LLC. | Sharjah | Sept 1997 - Oct 1998

- Operating scanners, scales, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.
- Processing refunds and exchanges, resolving complaints.

Cashier | Safest Way Super Market | Sheikh Zayed Rd. Dubai | 1998 - 2007

- Handle cash transactions with customers using cash register.
- Scan goods and collect payments • Reconcile cash with the sales, handover & takeover shifts as per company policy.
- Issue receipts, refunds, calculate and convert currencies (as per policy)
- Processing refunds and exchanges, resolving complaints.
- Bagging or wrapping purchases to ensure safe transport.
- Following all store procedures regarding coupons, gift cards, or the purchase of specific items

Head Cashier & Supervisor | Safest Way Super Market | Sheikh Zayed Road, Dubai | 2007-Till Date

- Facilitate all cash transactions as per company policy, accurately.
- Assist finance& accounts team in filing of documents and invoice sorting
- Responsible for all cash transactions at the store, collection of Cash.
- Physical verification of daily cash & coins with register and tallying the same by end of the day.
- Maintain monthly, weekly and daily report of transactions.
- Solve all cash transaction related queries
- Coordinate with cash collections agencies for timely collection and collect cash discrepancy report.
- Report cash discrepancies with Outlet In-charges and AP Lead.
- Work with concerned employees to solve cash discrepancy in outlet cash received.
- Submit proper documentation for Audit purpose
- Identify the fake notes and report to supervisor and the legal authority if required.