

SHEFEEK HAMSA

Work Experience

- Worked as a Cash Supervisor at Al Manama Hypermarket at Ajman, UAE (February 2014- March 2016)

Duties and Responsibilities:

- Supervised and prepared daily individual paper work for cashiers.
- Assisted and trained cashiers in sales techniques, problem solving and daily cash balancing operations.
- Assisted in balancing cash drawers and store safe.

- Worked as a Head Cashier at New City Center Hypermarket Abu Shagara, Sharjah, UAE (April 2016- August 2020)

Duties and Responsibilities:

- Completed a wide variety of orders for customers as wells dealing with the customer service complaints while managing the front desk.
 - Supervise the opening and dosing of the store that compromised various tasks such as handling the money
 - Counted contents of cash register drawers at the end of each shift, performed other duties as needed
- Worked as a Head Cashier at Bani Yas Cooperative Society Abu Dhabi, UAE (November 2020- Present)

Duties and Responsibilities:

- Ensures that all register drawers are balanced at the end of a shift.
- Replaces register tape and replenishes register cash supply as needed
- oversees activity of junior cashiers to ensure that they are working up to store expectations
- Prepares bank deposit envelopes and stores daily profits in company safe

Education

Graduation : Bachelor Of Arts

Month & Year : March 2010
Marks (%) & Class : First Class
University : Calicut University

Higher secondary : Humanities

Month & Year : March 2007
Marks (%) & Class : First Class
Board : Higher Secondary Examination Kerala

Certifications

- Certified in MS Office Professional
- Certified in Foreign Accounting



About Me

I completad my Bachelor's degree in Arts. I have accrued ten years of head cashier experience. During that time, I have gradually built a strong foundation of knowledge regarding that various tasks and duties. I am now deeply familiar with Microsoft Office and other office management and accounting software's. Currently I am seeking better opportunities that will help in my professional growth and development.

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Strengths

- Communication
- Organization
- Foresight and Planning
- Resourcefulness
- Teamwork
- Adaptability
- Computer Literacy
- Multitasking

Languages

Arabic
English
Hindi
Malayalam