



# ARCHA BABU

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Dubai, UAE

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Drive operational excellence through dedicated administrative support, customer service, and accounting knowledge. Proven track record includes improving transaction efficiency by 15% and maintaining flawless cash handling of \$50,000 daily. Skilled in balancing financial records, streamlining administrative tasks, and fostering effective communication within teams. Aiming for a role combining accounting, administrative, and client-facing proficiency to contribute to organizational growth and efficiency.

## Skills

Microsoft Excel  
M S Office  
PowerPoint  
Customer Service  
Front Desk Management  
Administrative Support  
Order Management  
Teamwork  
Attention to Detail  
Problem Solving versatile  
Communication  
Payroll  
QuickBooks  
Detail-Oriented

## Languages

English Proficient  
Hindi Advanced  
Malayalam Native

## Work experience

### Front Desk Team Member

September 2024

KFC UK & Ireland, Cardiff, United Kingdom

July 2025

- Increased customer satisfaction by 25% by managing cash transactions and ensuring 100% accuracy in cash drawers daily.
- Scheduled shift tasks and coordinated with team members to ensure smooth operations.
- Conducted routine checks to maintain hygiene and quality in food preparation and packaging.
- Completed shift-end reports and assisted with inventory checks.
- Prepared and maintained clean workstations, contributing to efficient service delivery.
- Reconciled order discrepancies and ensured accurate processing of payments.
- Collaborated with team members to meet service targets.

### Cashier

May 2024

Principality Stadium, Cardiff, United Kingdom

September 2024

- Amplified transaction efficiency by 15% while maintaining 100% accuracy in handling \$50,000 daily cash transactions at Principality Stadium.
- Reduced error rate by {15%} by processing {500} payments monthly and efficiently handling returns and exchanges.
- Provided excellent customer service in a fast-paced, customer-oriented environment by assisting with inquiries and purchases.
- Maintained a clean, organized cashier area to ensure smooth daily operations.
- Assisted in stocking shelves and managing inventory.
- Balanced cash drawers at the beginning and end of shifts to ensure accuracy.
- Collaborated with team members to deliver seamless and efficient store operations.

## Customer Service supportive

Cardiff Central library, Cardiff

June 2024

September 2024

- Assisted patrons with inquiries, guided them to resources, managed shelving, supported event planning, and ensured access efficiency.

## Accountant Trainee

V. Sunodkumar & Associates Chartered accountants–  
, Kerala, India

March 2019

January 2021

- Increased financial record accuracy by {15%} by implementing detailed reconciliation processes.
- Input and update financial data into accounting systems.
- Assist in reconciling bank statements with general ledger accounts.
- Aid in processing invoices and payments.
- Guided in the preparation of financial statements.
- Facilitate in monitoring and controlling company expenses.

## Education

### MSC Accounting & Finance

Cardiff Metropolitan University, Cardiff, United Kingdom

January 2024

July 2025

### Master of Commerce, Finance

Mahatma Gandhi University, Kerala, INDIA

2016

2019