

# MUHAMMED JABIR



## Cashier

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## EXPERIENCE

### Cashier & Front Office Receptionist

#### Muhsang Technology LLC

01/2024 - 03/2025 Dubai, UAE

- Greeted customers and managed reception duties with a customer-first approach
- Handled inquiries via calls and live chat, resolving issues quickly and professionally
- Issued quotations and invoices; processed payments (cash, card, cheque) securely
- Maintained daily financial records and conducted accurate cash reconciliation
- Supported marketing campaigns and maintained updated customer databases

### Cashier & Supervisor

#### Faaz Cafe

01/2022 - 12/2023 Fujairah, UAE

- Handled all cashiering duties, including accurate processing of cash, card, and digital payments using POS systems
- Supervised daily store operations, ensuring smooth workflow and resolving any team or customer issues
- Managed inventory levels, placed purchase orders, and ensured timely stock replenishment
- Ensured floor cleanliness, product display standards, and overall store presentation
- Assigned daily tasks, prepared staff duty schedules, and supported team performance
- Prepared daily sales and closing reports and submitted them to the accounts department
- Delivered high-quality customer service, resolved complaints, and ensured customer satisfaction

### Cashier

#### Marwah Hyper Market

02/2017 - 02/2019 Ajman, UAE

- Operated POS systems and handled high-volume transactions efficiently
- Ensured accurate end-of-day reconciliation with zero cash discrepancies
- Delivered personalized customer service and handled billing issues
- Identified fast-moving stock and coordinated with supervisors for restocking
- Trained and guided new cashier staff for smooth onboarding
- Supported loss prevention through attention to unusual customer activity

### Cashier

#### Malabar Supermarket

01/2015 - 11/2016 Calicut, Kerala, India

- Processed all types of transactions accurately using POS systems
- Managed daily cash drawer balancing and reconciliation
- Provided efficient customer service and resolved checkout issues
- Handled refunds, exchanges, and complaints professionally
- Maintained a clean and organized checkout area

## SUMMARY

Dedicated and detail-oriented Cashier and Sales Executive with over 6 years of experience in retail operations, customer service, and cash handling across diverse UAE markets. Seeking a challenging position in a reputed retail or service-oriented organization where I can utilize my expertise in POS systems, stock management, and customer satisfaction to contribute to business growth, team success, and exceptional service delivery.

## LANGUAGES

### English

Proficient



### Arabic

Advanced



### Hindi

Proficient



### Tamil

Proficient



### Malayalam

Native



## SKILLS

Point of Sale (POS) Systems

Petty Cash Handling

Cash Management

Billing & Invoice Preparation

Daily Sales Reporting

Merchandising

Customer Support

Problem Solving

Time Management

## EDUCATION

Secondary School Leaving Certificate (SSLC)

G-TEC Computer Education