Manoj Mohan

CONTACT

Koduvayur

Kerala
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A self motivated individual with a proven track record in successfully performing a busy retail cashier function. Handles a diverse customer base, resolves customer problems and accurately processes a high volume of transactions on a daily basis. Known for a strong work ethic, excellent communication skills and the ability to deliver a high quality service.

WORK EXPERIENCE

CUVV Automotives Pvt. Ltd; 2010 — 2011

Pree Delivery Inspection Incharge

Al zaman Exchange Doha Qatar May 2011 — Aug 2016

Chief Cashier Forex Dept.

- help customers in person and telephonically
- deal with customer inquiries and complaints
- process sales and payments
- issue refunds and credits
- process returns and exchanges
- balance sales and receipts
- maintain records of all transactions
- monitor inventory
- balanced money in cash register with sales data

Al zaman Exchange Doha Qatar Aug 2016

Head Cashier

- Excellent written communication skill
- Extensive knowledge of regulations governing financial transactions
- Good interpersonal and oral communication skills
- Strong knowledge and understanding of all teller functions
- Accurate performance of accounting and transactions
- Above-average problem-solving and complaint resolution abilities
- Thorough understanding of customer service standards and policies
- Excellent supervisory abilities

TECHINICAL SKILS

- MS Word
- Data entry skills
- Cash management
- Forex Management

EDUCATION

S S L C

Kerala State Education Board Kerala Gov

Higher Secondary Education

Kerala Higher Secondary Examination Board

Diploma in Mechanical Engineering

Karpagam Poly Technic College Coimbatore Tamilnadu

INTERESTS

Reading, Surfing,
Watching cinema

REFERENCES

References available upon request.