



# MANSOOR M A

## CASHIER CUM ACCOUNTANT

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Al ain, United Arab Emirates

### SUMMARY

Experienced Cashier cum Accountant with expertise in cash handling, POS operations, and financial record-keeping. Skilled in managing daily transactions, invoicing, bank reconciliation, and customer service. Able to ensure accuracy in financial reporting and smooth business operations.

### EXPERIENCE

**Cashier Cum Accountant** 04/2020 - 10/2024

Cake Me Away Sweets

- Manage daily cash transactions, including cash, card, and digital payments.
- Operate and maintain POS (Point of Sale) system for accurate billing.
- Maintain daily sales records and update financial transactions in the system.
- Prepare invoices, receipts, and financial statements.
- Monitor accounts payable & receivable, ensuring timely collections and payments.
- Provide excellent customer service by handling transactions smoothly.
- Assist customers with inquiries regarding billing, pricing, and payment methods.

**ACCOUNTANT** 10/2019 - 01/2020

Block Resource Centre Mathilakam ↗

- Preparation of Book keeping. Cash Book, Journal Book, Ledger Book and Bank Reconciliation statement.
- Preparation of manual accounts into Tally software.
- Updating the Report to District office on Every week

**Assistant Accountant** 10/2016 - 09/2019

CA KT Thomas &Co and ATC&TAX Consultants

- Tally Based Accounting of more than 20 companies with their books of Accounts.
- Preparation of Profit or Loss Accounts, Receipts and Payments Balance Sheets for those companies.
- Preparation of Accounts in tally for Profit and Non Profit Organizations.

### EDUCATION

UNIVERSITY OF CALICUT - Bachelor Of Commerce 07/2013 - 04/2016

HIGHER SECONDARY 07/2011 - 03/2013

SKILLS

Cash Handling & POS Operations	Accounting Software's
Financial Record-Keeping	Customer Service & Communication
Bank Reconciliation	Good Communication
Accounts Payable & Receivable	Assist in Audit
MS OFFICE	Excel Expert

LANGUAGES

ENGLISH	Fluent	ARABIC	Basic
HINDI	Native	MALAYALAM	Native