



SHUBHAM PATIL

PROFESSIONAL CASHIER

CONTACT

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Kabnur. IND, Maharashtra.

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EDUCATION

2021 - 2023

SHIVAJI UNIVERSITY

- Bachelor of Commerce

2019-2020

SHIVAJI UNIVERSITY

- 12th Commerce

SKILLS

- Accounting
- Cash Handling
- Tally
- Smart Working

LANGUAGES

- English (basics)
- Hindi (fluent)
- Marathi (fluent)

PROFILE

To secure a challenging position in a reputable organization where I can utilize my skills and knowledge gained through my B.Com degree to contribute to the success and growth of the company. I am seeking an opportunity to enhance my professional development and excel in the field of finance, accounting, and business administration.

WORK EXPERIENCE

AUTO GAS STATION PVT.LTD.

2023 - PRESENT

CASH MANAGER

Responsibilities:

- Cash Handling:**
 - Accurately handle cash transactions, including receiving payments, giving change, and processing refunds.
 - Count money in the cash drawer at the beginning and end of each shift to ensure that amounts are correct and there are no discrepancies.
- Customer Service:**
 - Greet customers in a friendly and professional manner.
 - Assist customers with their purchases, provide information about products, and answer any questions they may have.
- Operate Point of Sale (POS) System:**
 - Use electronic cash registers or other equipment to process transactions.
 - Scan items, ensure correct pricing, and input transactions accurately.
- Maintain Clean and Organized Work Area:**
 - Keep the cashier station clean and well-organized.
 - Arrange products or promotional displays near the checkout area.
- Issue Receipts:**
 - Provide customers with receipts for their purchases.
 - Ensure that receipts are accurate and include all necessary information.
- Handle Returns and Exchanges:**
 - Process returns and exchanges according to company policies.
 - Resolve customer issues related to returns or other transactional matters.
- Verify Identification:**
 - Check identification for certain transactions, such as age-restricted purchases (e.g., alcohol or tobacco).
- End-of-Day Reporting:**
 - Prepare daily reports of transactions, reconcile cash drawers, and submit reports to supervisors or managers.