

ARISA ALI

ishaandakshaa13.14@gmail.com

+91-9656599160

SUMMARY

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level cashier position. Ready to help team achieve company goals. Friendly student available for weekend, evening and holiday shifts. Considered hardworking, punctual and driven. Experienced billing cum cashier with over 6 years of experience in accounts and 3 months in GRN entry. Excellent reputation for resolving problems and improving customer satisfaction.

CAREER OBJECTIVE

- Clinical and billing documentation and reimbursement
- Billing and payment processing
- Accountability documentation
- M.S EXCEL
- M.S WORD
- Cash and credit bill settlement
- Daily cash closing and statement finalizing
- Online transactions

WORK EXPERIENCES

SYLCON HYPERMARKET

GRN EXECUTIVE (Working from November 2021 till now)

- Daily purchase inventory GRN Entry
- Maintain inventory control
- Item barcoding and multi pricing
- Transfer order entry
- Maintaining daily reports and reporting to heads
- Margin reports preparation

Lakeshore Hospital and Research Centre LTD

Sep 2014 - Jan 2021

BILLING CLERK CUM CASHIER

- Daily cash collection and statement preparation for cash handover to accounts department.
- Daily settlement of credit bills and preparing statements
- Credit reports maintaining.
- Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.

- Offered friendly and efficient service to customers, handled challenging situations with ease.
- Used Microsoft Word and other software tools to create documents and other communications.
- Completed paperwork, recognizing discrepancies and promptly addressing for resolution.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.

SKILLS

- MS Excel
- MS Word
- Ellider and NAV Software knowledge

EDUCATIONS

College/school	Degree/Standard	Passing Date
HIGHER SECONDARY KERALA	PLUST TWO	2008
M.G UNIVERSITY	B.Com(completed)	2011

PERSONAL INFORMATION

Date Of Birth	15-01-1991
Country	India
Father's Name	ALI
Marital Status	Married
Gender	Female
Languages Known	MALAYALAM, ENGLISH
Address	Valiyathara House, Ernakulam, Kerala, India

I hereby declare that all above information is in correct with fact or truth up to my knowledge and I bear the responsibilities for the correctness of the above-mentioned particulars.

Date: 22/02/2022

ARISA ALI

