***MUKESH SINGH RAWAT***

*RZ C/D-14*

*MAHAVIR ENCLAVE PALAM DABRI ROAD*

*NEW DELHI-110045*

*MOB:-8743982271*

**CAREER OBJECTIVE:**

Seeking a stable position in a reputed financial firm, so that I can use my experience and knowledge for mutual benefits and growth.

**WORK EXPERIENCE: 8 YEARS**

* Name of the organization : **TITAN COMPANY LIMITED**.

Designation : Sr. Cashier

Duration : 10th Apr to till date

* Name of the organization : **PANTALOONS RETAIL (IND) PVT LTD**.

Designation : Head Cashier.

**RESPONSIBILITIES AND PERFORMANCE:-**

* Processed transactions quickly and efficiently – Maintained a friendly and cordial relationship with the customers and vender by assisting them with all relevant issues.
* Provided customers and vender with outstanding service and assisted them in solving their queries and doubts.
* Created a friendly/positive impression at the checkouts – Educated customers about new schemes and promotional activities that could benefit them.
* Refilled supplies, stationary, packaging stocks indent and verified all revenues.
* Maintained registers and all books related to revenue transactions and kept them up to date.
* Updated the database regularly by manually documenting all transactions in the registers as well as the computer system.
* Monitored all the revenue reserves and ensured adequate cash reserves in all stations.
* Proper process of inward & outward of stock, maintain all the records.
* Able to maintain clean, neat and correctly stocked check stand and safe and secure work area.
* Trained all newcomers sales and cashiers

SKILLS:-

* Highly skilled in providing prompt and friendly customer service
* In-depth knowledge of operating cash register and maintaining cash drawer
* Well versed in performing monetary transactions such as giving and receiving change
* Knowledge of gift cards, EDC machine, cash, cheques, gift voucher, NEFT/RTGS, and refund
* Demonstrated ability to balance all transactions run through assigned register, including layaway payments, checks, register receipts, currency, and credit card
* Proven record of processing exact and efficient sale and return transactions
* Able to maintain knowledge of current product location
* Computer: Skilled in MS Office, good knowledge Excel and Outlook
* Able to answer the mails, telephone and perform light housekeeping tasks

**EDUCATIONAL QUALIFICATIONS:-**

|  |  |  |
| --- | --- | --- |
| **Title** | **University/Board** | **Year** |
| 10th class | C.B.S.E BOARD | 2001 – 2002 |
| 12th class | C.B.S.E BOARD | 2003 – 2004 |
| B.A (pass) | DELHI UNIVERSITY | 2004 – 2008 |

**PERSONAL DETAILS :**

Fathers name Sh .Virendra Singh Rawat

[Nationality](http://www.cvplaza.com/cv-personal-details/nationality-on-a-cv/) Indian

[Date of Birth](http://www.cvplaza.com/cv-personal-details/date-of-birth-on-a-cv/) 25th July 1986

Place of birth Uttarakhand

[Gender](http://www.cvplaza.com/cv-personal-details/gender-on-a-cv/) Male

[Marital Status](http://www.cvplaza.com/cv-personal-details/marital-status-on-a-cv/) married

**DECLARATION:-** I certify that all the above information is correct up to the best of my knowledge. I agree

To familiarize myself with all the rules and regulations of the job set forth by the

Organization and abide by that. I would uphold the standards and respect the principles

of the organization and in addition I will prove my worth for the benefit of the organization

if given an opportunity.

(MUKESH RAWAT)