

# ANSHIF M

Accountant / Cashier/ Office Admin

Contact: [+974 70827538](tel:+97470827538)

Location: Asian Town, Doha, Qatar

Email: [Anshifashraf100@gmail.com](mailto:Anshifashraf100@gmail.com)

## SUMMARY

---

Exploring career progression opportunities with full of challenges in leading organizations, where I can utilize my professional skills and leadership qualities to make a tangible contribution to the growth and profitability of the organization and myself. I strive to join a growth-oriented organization which demands sheer hard work and higher responsibility where I can contribute my knowledge and skills for mutual benefit and growth with the opportunities provided.

## EXPERIENCE

---

### Cashier

Grand Hypermarkets, Doha, Qatar

2021 – Present, Doha, Qatar

- **Customer Service:** Greet customers, assist with inquiries, and handle complaints.
- **Transaction Processing:** Scan items, process payments, and issue receipts.
- **Cash Handling:** Manage cash drawer, reconcile at shift start/end, and ensure accuracy.
- **Promotions:** Apply discounts, coupons, and inform customers of offers.
- **Cleanliness:** Maintain a tidy checkout area and functional equipment.
- **Compliance:** Follow company policies and prevent fraud.
- **Teamwork:** Collaborate with colleagues and assist during peak hours.

### Office Admin

Akshaya Centre, Malappuram, India

2020 - 2021, Kerala, India

- **Customer Assistance:** Guide visitors with services, forms, and inquiries.
- **Documentation:** Process applications and maintain accurate records.
- **Payment Handling:** Accept payments, issue receipts, and manage transactions.
- **System Operations:** Operate e-governance portals and troubleshoot minor issues.
- **Administration:** Maintain files, prepare reports, and manage office supplies.
- **Compliance:** Follow government regulations and ensure data confidentiality.
- **Technical Support:** Assist with online services and basic troubleshooting.

## EDUCATION

---

### **B-com**

Calicut University • Kannur, Kerala • May 2020

## PERSONAL DETAILS

---

**DOB:** 30-10-1996

**Gender:** Male

**Marital Status:** Single

**Visa Status:** Work Visa

**Nationality:** Indian

## EXPERTISE

---

- MS office
- Advance Excel
- Gold ERP
- I vision
- Tally
- Peachtree

## SKILLS

---

- Problem Solving
- Transactions
- Cash Handling
- Time Management
- Inventory and Supply Chain Management
- Effective Communication and Relationship Building
- Strategic Planning and Decision-Making
- Customer Service Excellence

**Languages:** English

Hindi

Malayalam