



JOHN NJOMO MUIRURI

Bank Teller | Senior Cashier | Financial Operations

Doha, Qatar
Phone: 59943432
Email: muirurijomo@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented Banking & Finance professional with experience in teller operations, cashier management, cash reconciliation, compliance, and customer service. Strong understanding of AML/KYC procedures, branch operations, and high-accuracy financial handling. Adept at supporting daily bank workflow and ensuring operational efficiency under strict corporate standards.

EXPERIENCE

Senior Cashier — Cubano Café, Doha (2023 – Present)

- Conduct daily cash reconciliation and ensure accuracy in payment processing.
- Maintain financial records and support management with daily sales reports.
- Train and supervise cashier team members.

Senior Cashier — Simbisa Kenya (2020)

- Oversaw cashier operations and ensured accurate daily balancing.
- Prepared daily revenue reports and resolved discrepancies.
- Provided customer service and handled high-volume transactions.

Bank Teller — Kenya Commercial Bank (2020 – 2021)

- Processed deposits, withdrawals, cheque clearances, and account updates.
- Maintained 100% accuracy in daily till balancing.
- Helped customers with digital and card banking services.
- Adhered to KYC/AML banking compliance standards.

CORE SKILLS

- Teller Operations & Cash Handling
- Customer Service Excellence
- Fraud Prevention & Compliance
- Cash Reconciliation & Reporting
- POS & Digital Payment Systems
- Banking Documentation & Accuracy
- Financial Record Management
- Branch Support Operations

EDUCATION

Diploma in Computer Science

Kisii University, Kenya — 2019

CERTIFICATIONS

- Sales & Marketing Certification
- Customer Service Training
- ICT & Computer Skills Training

LANGUAGES

- English — Fluent
- Kiswahili — Fluent
- Arabic — Basic

REFERENCES

Mr. Simon Mwangi — General Manager, KCB Kenya — +254 714 659 908

Mr. Charles Kimani — Branch Manager, KCB Thika — +254 718 582 259