

# MUHAMMED HAMRAS T M

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## PROFESSIONAL SUMMARY

Experienced and organized **Cashier / Billing Executive** with a strong background in inventory management, billing operations, and customer service. Skilled in handling storekeeping responsibilities including stock control, documentation, and warehouse coordination, along with proven expertise in accurate billing using POS and RPOS systems. Proficient in Tally and MS Excel for maintaining financial records, preparing reports, and supporting audits. Recognized for strong attention to detail, effective communication, and the ability to maintain operational efficiency while delivering high levels of customer satisfaction in fast-paced retail environments. Seeking to contribute effectively to a dynamic and growth-oriented organization.

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## WORK HISTORY

### STORE KEEPER, 2023 – 2025

Good Wood Imports, Kerala, India

- Maintained accurate records of stock movements and resolved inventory discrepancies promptly.
- Received goods, verified quality and quantity, and ensured proper and safe storage.
- Issued materials as per requisitions with complete documentation for accountability.
- Supervised daily warehouse activities including stock rotation and shelf management.
- Used Tally and Excel for inventory tracking, reporting, and audit support.
- Organized and labeled products for easy identification and compliance with safety norms.
- Performed regular stock audits and reconciled physical inventory with system records.
- Coordinated dispatches and deliveries with logistics and supplier teams to avoid delays.

### CASHIER/BILLING EXECUTIVE, December 2018 – December 2021

ABC Emporio, India

- Handled all cash, credit, debit, and digital payment transactions accurately and efficiently.
- Generated, issued, and maintained invoices, receipts, and daily sales reports.
- Recorded sales transactions and reconciled cash drawers at the beginning and end of each shift.
- Maintained accurate records of customer transactions and ensured proper financial documentation.
- Coordinated with sales and delivery teams for order verification and timely payment collection.
- Resolved billing, invoicing, and payment-related queries from sales staff and customers.

## CONTACT

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## SKILLS

- Creativity
  - Interpersonal Skills
  - Critical Thinking
  - Problem Solving
  - Teamwork Skills
  - Attention to Detail
  - Decision Making
  - Positive Attitude
  - Multitasking
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## EDUCATION

### B.COM IN CO-OPERATION

### HIGHER SECONDARY

National Institute of Open Schooling (NIOS)

### CLASS X

Central Board of Secondary Education

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## COMPUTER SKILLS

- MS Office Suite
  - RPOS
  - POS
  - Tally
  - Internet & E- Mail
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## PERSONAL DETAILS

Gender : Male

Date of Birth : 23/05/1996

Marital Status : Single

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- Maintained compliance with financial and retail audit requirements.
- Supported loss-prevention measures, including monitoring cash and transaction security.
- Generated periodic sales and transaction reports for management review.
- Provided guidance to customers on store policies, product availability, and payment options.
- Ensured smooth coordination between cashier desk, floor staff, and management for operational efficiency.
- Assisted in implementing new billing software or POS updates, ensuring minimal disruption.

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## AREAS OF EXPERTISE

- Cashiering & Billing Operations
- POS / RPOS System Operation
- Cash Handling & Reconciliation
- Payment Processing (Cash, Card, Digital Wallets)
- Invoice Generation & Payment Collection
- Refunds, Returns & Customer Dispute Resolution
- Sales Documentation & Reporting
- Retail & Showroom Operations
- Inventory Coordination & Stock Verification
- Financial Record Maintenance & Audit Support
- Daily Sales Closing & Cash Control
- Compliance with Retail Policies & Procedures
- Customer Relationship Management
- Fast-Paced Retail Environment Handling
- Loss Prevention & Fraud Detection

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## PERSONAL STRENGTH

- **COMMUNICATION:** Strong interpersonal and verbal skills with active listening and quick issue resolution.
- **ORGANIZATION:** Skilled in multitasking, prioritizing tasks, and supporting team operations to meet deadlines.
- **LEADERSHIP:** Proven ability to lead teams, monitor performance, and enhance workflows.
- **ADAPTABILITY:** Quick learner, effective under pressure, and adept at adjusting to new tools and systems.

## CORE COMPETENCIES

- Strong numerical accuracy and attention to detail
- Excellent verbal and written communication skills
- Ability to multitask and manage high-volume transactions
- Professional and courteous customer interaction
- Problem-solving skills for handling billing disputes
- Time management and punctuality
- Team collaboration with sales and store staff
- Adaptability to new POS systems and retail technologies
- Knowledge of cash register operations and security procedures
- Ability to maintain confidentiality of financial transactions

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## LANGUAGES KNOWN

**English:** Proficient/Fluent (C2)

**Hindi:** Proficient/Fluent (C2)

**Malayalam:** Native

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## REFERENCE

**Available upon request**