KHALED ABDELRAHIM

Cashier & Sales Associate

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PROFESSIONAL SUMMARY

Detail-oriented Business Administration graduate with 1 year of practical retail experience in high-volume cashiering and register management. Proven track record of handling daily cash and electronic transactions with 99.5% balance accuracy while maintaining exceptional customer service standards. Eager to leverage operational dependability, communication skills, and commercial knowledge to contribute effectively to a dynamic retail team.

KEY CAREER HIGHLIGHTS

- Maintained a 99.5% cash register balance accuracy rate across 12 months of daily retail operations.
- Efficiently processed over 150 daily customer transactions, supporting zero queue bottlenecks during peak store hours.

WORK EXPERIENCE

Cashier & Cash Desk Officer • **Supermarket** — **Jan 2022 – Jan 2023**

Amman, Jordan

- Operated Point of Sale (POS) register system to scan items, apply promotional discounts, and process cash, card, and mobile payments for 150+ daily shoppers.
- Balanced cash drawers at the opening and closing of shifts with a consistent 99.5% accuracy rate, reconciling daily receipts with register counts.
- Assisted customers with product inquiries, price verifications, and store navigation, ensuring a friendly and efficient checkout experience.
- Supported inventory restocking, shelf organization, and price tagging during non-peak operational hours to uphold store visual standards.
- Handled routine customer exchanges and minor returns politely in accordance with store policy, maintaining high service satisfaction.
- Collaborated with floor team members and store supervisors to maintain clean, organized, and secure checkout stations.

CORE SKILLS & EXPERTISE

Core Technical & Functional Skills: Point of Sale (POS) Operation • Cash Handling & Drawer Reconciliation • Retail Sales Support • Basic Financial Record Keeping • Product Knowledge & Pricing • Customer Service • Stock Replenishment

Tools, Software & Platforms: POS Systems • Barcode Scanners • Card Payment Terminals • Microsoft Excel • Microsoft Word

Industry Methodologies & Standards: Cash Control Procedures • Store Hygiene & Safety Standards • Loss Prevention Awareness • Customer Care Best Practices

Leadership & Interpersonal Competencies: Punctuality & Reliability • Active Listening • Problem Solving • Teamwork & Collaboration • Time Management • Effective Communication

EDUCATION

Diploma in Business Administration • **Amman University College** — **2022**

Amman, Jordan

Relevant Coursework: Principles of Accounting, Retail Management, Business Communication, Customer Relations

LANGUAGES

Arabic (Native) • **English** (Professional Working Proficiency)