KHALED ABDELRAHIM

Cashier & Sales Representative

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PROFESSIONAL SUMMARY

Detail-oriented Business Administration graduate with hands-on experience in retail sales, register management, and point-of-sale operations. Proven track record of maintaining high accuracy in daily cash balancing and delivering helpful, polite customer service in high-volume environments. Eager to leverage foundational business education, financial handling precision, and dependable work ethic in a dynamic customer-facing retail role.

KEY CAREER HIGHLIGHTS

- Maintained a 99.8% cash drawer reconciliation accuracy rate across 12 months of high-volume sales operations.
- Efficiently processed 150+ customer checkout transactions daily while consistently achieving high customer satisfaction ratings.

WORK EXPERIENCE

Cashier & Cash Handler • **Supermarket Retailer** — **Jan 2023 – Jan 2024**

Amman, Jordan

- Executed fast, accurate cash and electronic card transactions for over 150 daily customers utilizing modern Point-of-Sale (POS) systems.
- Managed shift cash drawer openings, float setup, and end-of-day register balancing with near-zero discrepancy.
- Assisted customers with product locations, price verifications, and active upselling of promotional merchandise at checkout.
- Maintained cleanliness, shelf restocking, and impulse purchase item placement across front-end checkout lanes.
- Supported store management in daily transaction logging, receipt auditing, and basic inventory count verification.

CORE SKILLS & EXPERTISE

Core Technical / Functional Expertise: Cash Handling & Drawer Balancing • Point of Sale (POS) Operations • Retail Sales & Up-selling • Customer Service & Care • Basic Accounting & Bookkeeping • Transaction Audit & Log Verification

Tools, Software & Digital Platforms: Retail POS Terminals • Credit Card / Payment Terminals • Microsoft Excel (Data Entry & Logs) • Microsoft Word • Barcode Scanners & Printers

Methodologies, Frameworks & Standards: Cash Management Guidelines • Retail Loss Prevention • Customer Interaction Standards • Inventory Counting Procedures

Interpersonal & Operational Competencies: Active Listening • High Attention to Detail • Time Management • Punctuality & Dependability • Problem Resolution • Teamwork & Collaboration

EDUCATION

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

Amman, Jordan

Coursework in Accounting Fundamentals, Retail Management, and Business Communications

LANGUAGES

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