

VAISHNAV PACHA



Punctual customer service representative focused on exceeding expectations and building customer loyalty. Over 5 years of experience in retail and restaurant & FMCG. QSCV, industry areas include cash handling, customer services, guest experience, etc..

EXPERIENCE



MC Donald's - UAE,
NESTO. - BAHARAIN
Management Trainee cum cashier Since 2018_2021

- ✓ Welcome **customers** and help determine their orders.
- ✓ **Process** customer **orders** and record them in the restaurant database.
- ✓ Relay customers' orders to the kitchen staff.
- ✓ Ensure all orders are delivered to the customers in a timely manner.
- ✓ Accept cash and return the correct change.
- ✓ **Tally money** in the cash drawer at the beginning and end of each work shift.
- ✓ Place food orders in the appropriate bags and boxes.
- ✓ Respond to **customer inquiries, issue receipts, and record customer suggestions.**
- ✓ Clean and arrange eating, service, and kitchen spaces.
- ✓ Help kitchen staff when needed.

1>Matrubumi, Kerala - 2>Cycore IT academy
Accounting and office assistant

- ✓ Preparing financial documents such as invoices, bills, and accounts payable and receivable
- ✓ Completing **bank reconciliations**
- ✓ Entering financial information into appropriate software programs
- ✓ Managing **company ledgers**



GET IN TOUCH

BAHARAIN, MANAMA
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PROFESSIONAL SKILLS

CUSTOMER RELATIONS

RECEIVABLES AND PAYABLES

FINALISATION OF ACCOUNTS

CASH AND PETTY CASH

EDUCATION

KANNUR UNIVERSITY, INDIA
Bachelor of Commerce (2015)

PERSONAL INFO

Nationality: Indian

Visa Status: Employment Visa

Gender : Male

Marital Status: Single

Languages: English, Hindi, Malayalam, Philippines, Arabic.

DOB : 31/05/1995

SKILLS

Tally ERP9, Peachtree, Internet & MS-Office, MS power point, MS excel, customer service, guest experience leadership, QSCV, Food safety, cash handling and supervision, sap and

- ✓ Verifying bank deposits
- ✓ Managing **day-to-day transactions**
- ✓ Recording office expenditures and ensuring these expenses are within the set budget
- ✓ Assisting the finance department and senior accounting staff members with various tasks.
- ✓ Processes **cash receipts and bank deposits**
- ✓ Strong **organization and prioritization skills**

dataentry,point of sale
system,hardwork,selfstarter,organization
al and leadership,excellent
communication,team worker,sales and
promotion,problem solving,etc..

OTHER CERTIFICATES

RMM FOOD SAFETY CERTIFICATE,
FINANCIAL ACCOUNTING AND FOREIGN
ACCOUNTING....