

# Thakkar Aastha Brijeshkumar

TELLER – Cash Handling, Transaction Processing, Account Management

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## SKILLS

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- **Accounting:** Financial reporting, payroll calculation, vendor invoice processing, and full ledger reconciliation
- **Operations:** Store operations oversight, cash register management, stock replenishment, workflow tracking systems
- **Transaction Processing:** POS operation, refunds processing, lottery and alcohol sales, accurate record maintenance
- **Management:** Time sheet administration, performance monitoring, safety compliance, workflow coordination

## WORK EXPERIENCE

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### Assistant Bookkeeper

July 2025 – Present

*Food Basics*

*Mississauga*

- Logged 3000+ sales, purchases, receipts, and payments transactions, attained 100% accuracy, revised all ledgers on time, balanced accounts, validated totals, prevented errors, and filed overall financial progress across operations.
- Prepared 12 monthly financial reports including balance sheets, income statements, cash flows, inspected all figures, guaranteed management received complete, accurate data, validated calculations, recorded documentation for audit.
- Calculated hours, overtime, deductions for 50+ employees, performed payroll without errors, verified entries, certified, payments, balanced discrepancies, kept accurate payroll records, and also directed accounts management processes.
- Recorded 150+ vendor invoices, verified all purchase orders, conducted lottery sales, and audited all daily cash tills.

### Store Supervisor

August 2024 – Present

*Food Basics*

*Mississauga*

- Directed 20+ sales staff and cashiers, coordinated daily store operations, upheld operational standards, met schedule adherence, assessed performance, fixed escalated issues, and accomplished 95% completion of all tasks across shifts.
- Instructed 15 employees on procedures and customer service standards, improved compliance, reduced errors across all daily operations by 18%, assessed progress, guided staff, logged outcomes, and reinforced team performance metrics.
- Controlled cash handling, authorized payments, returns, and lotteries, processed 200+ daily transactions, inspected records, fixed discrepancies, maintained documentation, aided all audits, secured operational integrity for the store.
- Managed 10+ store displays, cleanliness, performed openings and closings, and also resolved 20+ escalated complaints.

### Cashier / Customer Service

June 2023 – Present

*Food Basics*

*Toronto*

- Executed 150+ daily customer orders including cash, debit, and credit transactions, reviewed all entries, kept complete accuracy, delivered service, balanced totals, reinforced overall store workflow, logged each order for audit tracking.
- Processed 50+ weekly return and refund transactions, carefully examined records, secured accurate documentation, fixed discrepancies, adhered to store policies, facilitated customer satisfaction, and updated all management logs.
- Sold and recorded lotteries, alcohol for 100+ daily transactions, certified, full compliance with store policies, kept accurate logs, fixed discrepancies, prepared documentation for all audits, and implemented operational accountability.
- Closed store each day, balanced 5+ cash counters, reconciled 200+ transactions, and examined 100+ end-of-day sales.

### Area Manager

January 2025 – April 2025

*Amazon*

*Belleville*

- Executed receiving, stowing, picking, packing, and shipping of 5000+ units daily, kept workflow to meet all customer expectations and targets, minimized delays, tracked all operations, and aided audit requirements across operations.
- Instructed and integrated 30+ team members per shift, noted performance metrics, met all team targets, enforced operational standards and goals, complied to progress, fixed issues, and kept performance documentation updated.
- Directed safety, attendance, and OSHA compliance across 3 zones, lowered incidents by 20%, entered all activities, kept accurate daily operational reports, and fully complied to all regulatory and internal audit requirements and standards.
- Set and monitored daily sales targets of 50+ orders, administered 30+ labor hours, checked all operations, and planning.

### Brand Ambassador – NHL Games

February 2024 – February 2024

*Toronto, Canada*

*Toronto*

- Welcomed 500+ fans, provided event instructions, observed crowd flow, kept smooth operations, engagement across 5+ activities, guided staff, adhered to attendee movement, and facilitated all inquiries, secured order throughout event.
- Managed setup and teardown of 10+ kiosks and interactive areas, organized 50+ displays, equipment, materials, directed team tasks, checked placements, enforced schedule adherence, completed all work within assigned timeframe.
- Distributed 300+ prizes to participants, authenticated 300+ registrations, monitored giveaway inventory and materials, prize allocation, confirmed distribution, tracked completion of tasks, secured documentation for event operations.
- Secured cleanliness of event area, organized 10+ materials, noted 500+ activities, and confirmed safety and order.

## EDUCATION

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### Diploma in Business

May 2023 – December 2024

*Seneca Polytechnic, Toronto, Canada*