



Syed Mastan Vali

Store Manager, Accountant, Cashier

Contact

- +918374169691
- Mastansyed4321@gmail.com
- 14/708-7 Nakash Street, Kadapa
Pincode 516001,
Andhra Pradesh,
India.

Education

Yogi Vemana University

June 2015 - March 2018

- Graduate In Bachelore Of Commerce 7.1GPA

Vignan Junior College

June 2013 - march 2015

- MEC (Maths, Economics, Commerce) 57%

Gowri Memorial High School

March 2013

- SSC 7.7GPA

Key Skills

- Strong Organizational
- Time management.
- Computer skills
- HSSE observations
- TBT(tool box talk)
- Internet Banking.

Summary

I am a highly motivated and organized individual with a strong background in retail management, accounting, and customer service. As a Store Manager, I have a proven track record of driving sales and managing a successful team. I am also a detail-oriented Accountant with experience in financial analysis, budgeting, and reporting. In addition, I have excellent communication and interpersonal skills, making me an ideal candidate for a Cashier position. I am always striving to provide exceptional service to customers. With my diverse skill set and passion for delivering results, I am confident I would be a valuable asset to any team.

Objective

To work with a leading company and to use my analytical skills to the best of my ability combined with perseverance, so as to contribute to organization growth and goal, as well as to attain my professional goal.

Store Manager & Handling Retail Operations

Sri Ganesh AutoMobiles

1st Feb 2017 to 30th Dec 2019

- I have 2 years of working experience in Sri Ganesh AutoMobiles communication as a cashier in collection department.
- Successful in identifying opportunities for accelerated growth. Good working with people and computers. Possess high standard of integrity and very hard working.
- Having ability of making reports with clients and sales records.
- Vouching of Various Books like Purchase Book, Cash Book, Journal Book.
- Day to Day accounting transactions and Voucher entries.
- Monetarizing Cashier, Bill writer and Cash, Secures financial information by completing Data base backups of Credit & debit Receipts.

- Money Transfer (Domestic & International)

Achievement

- Employee Of The Month
- Basic First Aid
- Basic Safety Fire Fitting

Computer Proficiency

- MS-Office
- MS-Excel
- Tally ERP 9 Accounting
- ERP live Oracle R12
- Oracle BI(business intelligence)
- Oracle RM

Hobbies

Offering Prayer On Time
Reading Books
Exercise

Passport Details

Passport Number - S9513784

Date of Issue - 04-01-2019

Date of expiry - 03-01-2029

Place of Issue - Vijayawada

Deceleration

I hereby declare that all the information and details given are true to best of my knowledge and belief.

Qatar Fuel Woqod

02 Feb 2020 to 06 Feb 2023

- I was worked in qatar fuel woqod Co. In Retail Department, as a Shift Incharge, Accountant, PDI & Cashier.
- My responsibilities is following the company policy & procedures, handling & managing the Retail team operations, reporting & contacting with a Area Supervisors, Retail Admins & Retail Heads.
- Handling Customer Complaints and run way vehicles, Non payment recovers & Customers Service.
- Team management and brief to staff regarding a about Company Policy, Rules, Assignments, instructions & protocols.
- Working in Back Office, Net Banking(IMPS, NEFT, RTGS,International TRANSFER)Finance,Banking, Bills payable, assets & liabilities, Petty cash float, procure & purchase to pay cycle, invoice analys recheck, handling cash security lockers.
- Update daily sales reports sending mails to head office, weekly sales reports, shift day end, monthly day end closing and early day end closing.
- My responsibilities in duty times Making weekly staff schedule, Employee relationship engagement, Making Cash float, handling shift cash sales & Credit notes, Shift
- Opening & Closing, Shift Reconciliation, RPS sales checklist, Cash till register opening & closing ,POS verifone monitoring, Fuel Calibration, Manual tank dip
- Checking, Monthly inventory, daily monitoring, Spot check,Making Monthly Order PO & LPO, PDI, Making RTV, Contact with delivery suppliers, Document & Folders Controller, Stock Management & Stock in-out, follow up Outlook mails and quickresponse to Retail Admins & Heads, Daily Hygiene Checklist, fire extinguisher
- checklist, first aid kit checklist, Strictly follow the company policies & procedures.

Gulzar Supermarket

15th April 2023

- Handling Retail Operations, Solving customer complaints, team management, following the Company policy, rules & procedures.
- Opening & Closing of the store.
- POS opening & emailing the DSR to the respective authorities.
- Cash & Tender tally of the previous day business.
- Daily Deposits in the Bank.
- Operating foreign currencies billing with the same day exchange rates.
- Scan goods, along with the component, and collect payments.
- Issue receipts- Billing, Sales Order(SO), Exchange & Credit Note.
- Operating Inward, Outward, Returns & Transfer with valid documents.
- Recording & emailing daily staff attendance, Maintaining & Mailing Sales Order records on weekly basis Reports, Banking, book keeping, monthly finance, handling cash locker, Monthly PO & LPO,
- BO Work, Making RTV, Petty cash float, P2P(Procure & Purchase to pay cycle), invoice Analysis.



YOGI VEMANA UNIVERSITY



(Established in the year 2006, by an Act of Andhra Pradesh State Legislature)

యోగి వేమన విశ్వవిద్యాలయం

Faculty of Commerce

This is to certify that **Mr/Mrs/Miss. Syed Mastan Vali**

son/daughter of

Sri Syed Ghouse Peer and **Smt Syed Shaira Banu**

has been admitted to the Degree of

Bachelor of Commerce

having been certified by duly appointed Examiners
to be qualified to receive the same at the
examinations prescribed therefor as hereunder.

ఫ్యాకల్టీ ఆఫ్ కామర్స్

శ్రీ/శ్రీమతి/కుమారి సయ్యద్ మస్తాన్ వలీ

శ్రీ సయ్యద్ గాస్ పీర్ మరియు **శ్రీమతి సయ్యద్ సైర బాను**

గారి కుమారుడు/కుమార్తెకు ఈ విశ్వవిద్యాలయం నుండి క్రింద సూచించిన

విధంగా అతనికి/ఆమెకు పట్టాకు నిర్దేశించిన పరీక్షలలో ఉత్తీర్ణత పొందినట్లు విశ్వవిద్యాలయం

నియమించిన పరీక్షకులు ధృవీకరించినందువల్ల

బ్యాచిలర్ ఆఫ్ కామర్స్ లో

పట్టా ప్రదానం చేయడానికి అర్హత పొందినట్లు ధృవీకరించడమైనది.

| Month & Year | Part | Subject | Class/Grade |
|---------------|------------|--|-------------|
| November 2016 | Part - I | English, Another Language :Hindi | A |
| April 2018 | Part - II | Computer Applications | A |
| April 2017 | Part - III | Human Values and Professional Ethics, Communication and Soft Skills, Environmental Studies, Computer Fundamentals and Office Tools, Internet Fundamentals and Web Tools, Analytical Skills, Entrepreneurship Education, Leadership Education | B+ |

Medium : English

Aadhaar No. : 800649168311



Kadapa - 516 005

Andhra Pradesh, India.

Date : 19-02-2019

Given under the seal of the University

విశ్వవిద్యాలయ అధికార ముద్రతో జారీ చేయడమైనది.

ARRR

Vice Chancellor



YOGI VEMANA UNIVERSITY KADAPA

13414

047/1,264

PROVISIONAL CERTIFICATE CUM MIGRATION CERTIFICATE



Register No: **150470422084**

This is to certify that Mr./Ms. **SYED MASTAN VALI** has qualified himself/herself for the Degree of Bachelor of **Commerce** of this University in **English** medium in **April-2018** he/she having been declared to have passed the examination prescribed therefore as follows and that he/she has done all that necessary for the formal presentation for the Degree.

The following are the score secured by the candidate:

| Month & Year of Passing | Courses | | Cumulative Grade Point Average (CGPA) | Letter Grade |
|-------------------------|------------------------------------|--|---------------------------------------|--------------|
| NOV-16 | PART-I (Languages) | ENGLISH HINDI | 7.67 | A |
| APR-18 | PART-II (Core Subjects/ Electives) | COMPUTER APPLICATIONS | 7.06 | A |
| APR-17 | PART-III (Foundation Courses) | HUMAN VALUES AND PROFESSIONAL ETHICS, COMMUNICATION AND SOFT SKILLS, ENVIRONMENTAL STUDIES, COMPUTER FUNDAMENTALS AND OFFICE TOOLS, INTERNET FUNDAMENTALS AND WEB TOOLS, ANALYTICAL SKILLS, ENTREPRENEURSHIP EDUCATION, LEADERSHIP EDUCATION | 6.70 | B+ |

The University places no restriction to join any course or appearing for any examination of any other recognised Indian University.

Date:- 21-06-2018

Read By:

Compared By:

CONTROLLER OF EXAMINATIONS

Note: Any Discrepancy in the above entries or between the results published and the marks noted above, must be brought to the notice of the Controller of Examinations, IMMEDIATELY

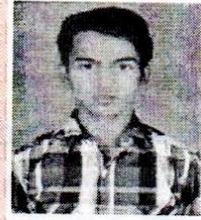
Sl. No. O 381176



12/12055/O381176

**Board of Intermediate Education, A. P.**

Vidya Bhavan, Nampally, Hyderabad - 500 001



AADHAAR No: 800649168311

**INTERMEDIATE
PASS CERTIFICATE CUM MEMORANDUM OF MARKS**This is to certify that **SYED MASTAN VALI**Father Name : **SYED GHOUSE PEER**Mother Name : **SYED SHAIRA BANU**

bearing

Registered No. **1512210848**

has appeared at the Intermediate Public

Examination held in **MAY-2015**and passed **COMPARTMENTALLY**with **ENGLISH** as the medium of Instruction.The subjects in which **HE** was examined and the marks awarded are as follows :

| Subject | I Year | | II Year | |
|---------------------------------|----------------------|---------------|---------------|---------------|
| | Maximum Marks | Marks Secured | Maximum Marks | Marks Secured |
| Part - 1 : ENGLISH | 100 | 052 * | 100 | 051 * |
| Part - 2 : HINDI | 100 | 067 * | 100 | 060 * |
| Part - 3 : Optional Subjects | | | | |
| MATHEMATICS - A | 050 | 023 * | 050 | 047 |
| MATHEMATICS - B | 050 | 018 * | 050 | 019 * |
| ECONOMICS | 100 | 038 * | 100 | 045 * |
| COMMERCE | 100 | 071 * | 100 | 066 * |
| ENVIRONMENTAL EDUCATION | Q U A L I F I E D | | | |
| Total Marks In Figures | 557 | | 557 | |
| In words | *FIVE**FIVE***SEVEN* | | | |
| Date | 28-06-2015 | | | |

U.V. G. Athy
PRINCIPAL,
VIGNAN JUNIOR COLLEGE
Sankarapuram, Kadapa.

S. J. Sankarapuram
Controller of Examinations

Board of Secondary Education

ANDHRA PRADESH, INDIA

MM 0406767



SECONDARY SCHOOL CERTIFICATE

REGULAR PC/22/21007/0438082/5

CERTIFIED THAT **SYED MASTAN VALI**

FATHER NAME : **SYED GHOUSE PEER**

MOTHER NAME: **SYED SHAIRA BANU**

bearing Roll No. **1322100086**

belonging to **GOURI MEMORIAL HIGH SCHOOL CUDDAPAH OF KADAPA DISTRICT**

has appeared and PASSED SSC EXAMINATION held in MARCH 2013 with GPA **7.7**

and **ENGLISH** as medium of instruction.

DATE OF BIRTH

04/12/1997

ZERO FOUR

DECEMBER

ONE NINE NINE SEVEN

THE CANDIDATE SECURED THE FOLLOWING GRADES AND GRADE POINTS

| SUBJECT | GRADES | GRADE POINTS | |
|-----------------------------|--------|--------------|-----------------|
| | | In Figures | In Words |
| FIRST LANGUAGE : (TELUGU) | B2 | 07 | ZERO SEVEN |
| THIRD LANGUAGE : ENGLISH | B2 | 07 | ZERO SEVEN |
| MATHEMATICS : | B1 | 08 | ZERO EIGHT |
| GENERAL SCIENCE : | A2 | 09 | ZERO NINE |
| SOCIAL STUDIES : | B1 | 08 | ZERO EIGHT |
| SECOND LANGUAGE : (HINDI) | B2 | 07 | ZERO SEVEN |
| GRADE POINTS TOTAL : | | 46 | FOUR SIX |

Life Skills Education : **GRADE SECURED :**

Marks of Identification

1. A MOLE ON RIGHT CHEEK
2. A MOLE ON LEFT HAND.

G. R. N. 16/10/2013
Head of Institution
with School Stamp
HEAD MISTRESS,
GOURI MEMORIAL HIGH SCHOOL (E.M.)
Date of Issue : 17th May, 2013
14/43, Peddabachtha Street,
KADAPA - 516 001.

Syed Sarwar
SECRETARY
BOARD OF SECONDARY EDUCATION
A.P. HYDERABAD

1. Life skills Education : The Grade shall be incorporated by the respective Head of the Institution before delivery of the certificate to the candidate.
 2. Any corrections in the certificate will not be entertained after one year from the date of issue.
 3. Any unauthorised correction in the certificate will result in cancellation of certificate.
 4. The Grades with asterisk indicate the old grades secured in previous appearances.
- 2013**



QATAR FUEL

Qatari Public Shareholding Co.
Authorized Capital: QR 1,000,000,000
Paid-up Capital: QR 994,255,760
C. R. No. 24872
P.O. Box: 7777, Doha, Qatar
Tel. : +974 4021 7777
Fax : +974 4430 9215
www.woqod.com.qa



قطر للوقود

شركة مساهمة عامة قطرية
رأس المال المصرح : ١.٠٠٠.٠٠٠.٠٠٠ ريال قطري
رأس المال المدفوع: ٩٩٤.٢٥٥.٧٦٠ ريال قطري
س.ت: ٢٤٨٧٢
ص.ب: ٧٧٧٧ الدوحة، قطر
رقم هاتف: ٧٧٧٧ ٤٠٢١ +٩٧٤
رقم فاكس: ٩٢١٥ ٤٤٣٠ +٩٧٤
www.woqod.com.qa

Date: 13th Feb 2023

Ref: QF/ADM/9866

SERVICE CERTIFICATE

This is to confirm that the person mentioned below was employed by Qatar Fuel (WOQOD) and we certify the following details:

Name : Mr. Mastan Vali Syed
Nationality : Indian
Staff No. : 9866
Joining Date : 02-FEB-2020
Job Title : C-Store Cashier
Department : Retail
Ending Date : 06-FEB-2023

This certification is issued upon his request without any liability toward the company.



Fatima Abdulmajeed Al Ansari
HR Services Head

SRI GANESH AUTOMOBILES

21-477, Pa lempapaiah Street, KADAPA.

TO WHOME IT MAY COCERN

- This is to certify that Mr Syed Mastan Vali S/o Mr Syed Ghouse Peer, has worked with us as a Accountant & Cashier from (Feb 01 2017-Dec 30 2019)
- During this period we have found him a hard working and compenent.
- Since he is leaving at his own, we strongly recommend him to any organization which is in need of person of his caliber
- In the end, we wish him success in his future.

FOR SRI GANESH AUTOMOBILES

GST No: 37ADQFS6071G1ZK
SRI GANESH AUTOMOBILES
D.No: 21/477, Upstairs,
Palempapaiah Street, KADAPA-516001

For SRI GANESH AUTO MOBILES

Y. Ajay (Signature)
Proprietor



VENTURE GULF TRAINING CENTRE

Presents this Certificate to

MASTAN VALI SYED

STAFF NO: 9866

of

WOQOD

Who has successfully completed a course in

BASIC FIRE FIGHTING

Course Date (s) : 07-SEP-2022

Certificate No. : VGTC/257320/2022

Date of Issue : 07-SEP-2022

Expiry Date : 06-SEP-2025

Training Manager



Inquiries concerning this certificate should be addressed to:

P.O. Box: 96712 - Doha - Qatar Tel: (+974) 44602121 Fax: (+974) 44601134

Email: admin@vgetc.com Website: www.vgetc.com



VENTURE GULF TRAINING CENTRE
مركز تدريب فنشر جلف

Presents this Certificate to

MASTAN VALI SYED
STAFF NO: 9866

of

WOQOD

Who has successfully completed a course in

**BASIC FIRST AID & CARDIO PULMONARY
RESUSCITATION WITH AUTOMATED EXTERNAL
DEFIBRILLATOR**

Course Date (s) : 20-September-2020

Certificate No. : VGTC/208975/2020

Date of Issue : 20-September-2020

Expiry Date : 19-September-2023

Training Manager



Enquiries concerning this certificate should be addressed to Venture Gulf Training Centre
P. O. Box 96712, Doha - Qatar, Tel: +974 44602121, Fax: +974 44601134
Email: admin@vgetc.com, Website: www.vgtcq.com

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 29735615791

الرقم الشخصي:

D.O.B.: 04/12/1997

تاريخ الميلاد:

Expiry: 01/02/2023

الصلاحية:

الهند

الجنسية:

Nationality: INDIA

Occupation: كاشير

المهنة:

الاسم: ماستان فالي سيد



Name: MASTAN VALI SYED



Qatar Fuel (**WOQOD**)

وقود
WOQOD

Mastan Vali Syed

C-Store Cashiers

Retail Operations

9866







مؤسسة الرعاية الصحية الأولية
PRIMARY HEALTH CARE CORPORATION



مؤسسة حمد الطبية
Hamad Medical Corporation

HEALTH · EDUCATION · RESEARCH

صحة · تعليم · بحوث



شهادة تطعيم ضد فيروس كورونا كوفيد-19 COVID-19 Vaccination Certificate

Name: MASTAN VALI SYED الإسم:

Date of Birth (DD-MM-YYYY): 04-12-1997 تاريخ الميلاد (DD-MM-YYYY):

تلقى المذكور أعلاه جرعات اللقاح التالية لـ، المرض المستهدف - كوفيد-19

The above mentioned has received the following vaccine doses for: Disease Targeted - Covid-19

| الجرعة Dose | محتوى اللقاح Vaccine | اسم اللقاح Vaccine Product | الشركة المصنعة Manufacturer | رقم الجرعة Lot # | تاريخ اللقاح Date of Vaccination (DD-MM-YYYY) | بلد التطعيم، Country of Vaccination |
|----------------|----------------------------|--------------------------------|--------------------------------|------------------------|--|---|
| 1 of 2 | SARS CoV-2 mRNA Vaccine | Pfizer BioNTech / Comirnaty | BioNTech Manufacturing GmbH | EW4758 | 29-04-2021 | Qatar |
| 2 of 2 | SARS CoV-2 mRNA Vaccine | Pfizer BioNTech / Comirnaty | BioNTech Manufacturing GmbH | EY4825 | 20-05-2021 | Qatar |
| 3 | SARS CoV-2 mRNA Vaccine | Pfizer BioNTech / Comirnaty | BioNTech Manufacturing GmbH | FW3563 | 31-08-2022 | Qatar |

Dr. Hamad Eid Al-Romaihi

Manager of Health Protection and Communicable
Diseases

Public Health Department
P.O. Box - 42, Doha - Qatar

الدكتور حمد عيد الرميحي

مدير حماية الصحة ومكافحة الأمراض
الانتقالية

إدارة الصحة العامة
ص.ب. ٤٢ - الدوحة، قطر



حماية الصحة ومكافحة الأمراض الإنتقالية
Health Protection & Communicable Diseases

001

هذه الشهادة هي وثيقة رسمية موقعة رقمياً وصادرة عن وزارة الصحة العامة - الدوحة، قطر.
This certificate is an official document that is digitally signed and issued by the
Ministry of Public Health, Doha, Qatar.