

CURRICULAM VITAE

SYED ABBAS ALI ZAIDI

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CAREER OBJECTIVE:-

To seek a position in an organization suited to my abilities and giving my best performance, which will benefit the company I join. To be a part of an organization wherein I can use my skills, strong educational background and my efficient interactive abilities, and to co-operate and work well with people.

PROFESSIONAL EXPOSURE:-

1. Worked with Hycon Godrej Interior Pvt. Ltd. Aurangabad.

Designation: Sales Representative (May 2014 to October 2014).

Responsibilities:

- Reporting to store manager.
- Attending to walk-in customers.
- Promote sales by suggesting products to customer, providing Information and helping in choose the product.
- Keep an eye on the products in the store and responsible for any pilferage in store.
- Making customer aware of any schemes, discount, and Promotional offers.
- Maintaining the discipline and decorum of the store.
- Managing the display of the products and taking care of Visual merchandising.
- Stock taking on a day to day basis, and taking inward of goods.

2. Worked with Hussein & Company Aurangabad.

Designation: Assistant Auditor (April 2016 to June 2016).

Responsibilities:

- Handling audits.

3. Worked with Indapurkar & Mundada Aurangabad.

Designation: Tally Operator (August 2016 to November 2017).

Responsibilities:

- Recording Daily Transactions.

4. WeRank SEO Aurangabad

Designation: Accountant (Dec 2019 to Dec 2021).

Responsibilities:

- Recording Daily Transactions.
- Maintaining Account Reports

EDUCATIONAL QUALIFICATION:-

- **Post Graduation:** Master of Commerce from Dr. Babasaheb Ambedkar Marathwada University, Aurangabad Maharashtra 2020.
- **Graduation:** Bachelor of Commerce from Dr. Babasaheb Ambedkar Marathwada University, Aurangabad Maharashtra 2016.
- **Higher Secondary:** SSC from Pune Broad 2011.
- **Senior Secondary:** HSC from Sir Sayyed College of Arts, Com & Science 2013.
- **Additional Courses:** Tally ERP 9.0

HOBBIES:-

- Playing cricket.
- Listening music.
- Reading newspapers.

PERSONAL PROFILE:-

Date of Birth	:	07/10/1995
Father's Name	:	SYED GULAM ASKARI
Mother's Name	:	ABEDA ANJUM
Gender	:	Male
Marital Status	:	Unmarried
Languages Known	:	English, Hindi & Urdu
Nationality	:	Indian
Address (Permanent)	:	Sahara Park, Near Winchester Int. School, Jatwada RD.

TECHNICAL SKILLS:-

- Good knowledge of Windows 7, MS Office, Internet etc.
- Good knowledge of Tally ERP 9.0.

STRENGTHS:-

- Owing and adhering to responsibilities and fulfilling the assigned task.
- Innovative and good execution of task.
- Good communication skills and the ability to interact with people

DECLARATION:-

I hereby declare that all the statements made are true to the best of my knowledge and belief.

Date:

Place:

(SYED ABBAS ALI ZAIDI)