

# CURRICULAM VITAE

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## PERSONAL INFORMATION:-



**Name - Syed Mastan Vali**  
**Contact - +918374169691, +97477845085(WhatsApp)**  
**Gmail - mastansyed4321@gmail.com**  
Address - 14/708-7 Nakash Street, Kadapa Pincode 516001, Andhra Pradesh, Indian.  
Date of Birth - 04/12/1997  
Marital Status - Married  
Languages Known - English, Telugu, Hindi  
Nationality - Indian  
Hobbies - Exercise, reading books.

## CAREER 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's growth and goal, as well as to attain my professional goal.

## SUMMARY:-

- I have 3 years of working experience in **QATAR FUEL WOQOD** in Retail Department as a Retail Administrator cum Store Incharge, Accountant, PDI & Cashier.
- 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
- Banking, book keeping, monthly finance, handling cash locker, Monthly PO & LPO, BO Work, Making RTV, Petty cash float, procure & purchase to pay cycle, invoice check outs..., Etc.
- 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.

### **ACADEMICS:**

Academic	University	Year of Pass	Percentage
B.Com (Computers)	Yogi Vemana University	2015-2018	72
Intermediate	Board of Intermediate Education, AP	2013-2015	57
SSC	Board of Secondary Education, AP	2010-2013	77

### **Work Experience in India :-**

- I have 2 years of working experience in **Sri Ganesh AutoMobiles** as a Accountant & Cashier in the year of 01th Feb 2017 to 30th Dec 2019

### **Work Experience in Gulf :-**

- I have 3 years of working experience in **QATAR FUEL WOQOD CO.** As a Retail Administrator, Store Incharge, Accountant, PDI & Cashier in the year of 2nd Feb 2020 to 6th Feb 2023

### **Work profile:-**

- 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 quick response to Retail Admins & Heads, Daily Hygiene Checklist, fire extinguisher checklist, first aid kit checklist, Strictly follow the company policies & procedures...Etc.,

#### **COMPUTER PROFICIENCY:**

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

#### **KEY SKILLS:**

- Strong Organizational
- Time management.
- Computer skills
- HSSE observations
- TBT(tool box talk)
- Good Experience in Money Transfer (Domestic & International)

#### **Training Certificates:**

- Basic First Aid
- Basic Safety Fire Fitting

**PASSPORT DETAILS:**

Passport Number : S9513784  
Date of Issue : 04-01-2019  
Date of expiry : 03-01-2029  
Place of Issue : Vijayawada

**Declaration :-**

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

SYED MASTAN VALI



## 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](http://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](http://www.woqod.com.qa)

Date: 13<sup>th</sup> 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

Prepared By: 6777

## 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):

تلقي 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  
الالتقائية

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



حماية الصحة ومكافحة الأمراض الإنتقائية  
Health Protection & Communicable Diseases  
001

هذه الشهادة هي وثيقة رسمية موقعة رقميًا 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.



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





# 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.vgtcq.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@vgtc.com, Website: www.vgtcq.com



Prop. Y Ajay Kumar

Cell :- +919440183693

# **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





इस पासपोर्ट में 36 पृष्ठ हैं। This passport contains 36 pages.

3

भारत गणराज्य REPUBLIC OF INDIA

[illegible]

साइट कोड / Country Code

पासपोर्ट नं. / Passport No

उपनाम / Surname

IND

**S9513784**

SYED

दिवा गया नाम / Given Name(s)

**MASTAN VALI**

राष्ट्रीयता / Nationality

जिंग / Sex

भारतीय / INDIAN

04/12/1997

जन्म स्थान / Place of Birth

KADAPA, ANDHRA PRADESH

जारी करने का स्थान / Place of Issue

VIJAYAWADA

जारी करने की तिथि / Date of Issue

04/01/2019

03/01/2029

[illegible]

34

निर्वाह / OBSERVATION

विविध सेवा / MISCELLANEOUS SERVICE

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

GHOUSE PEER SYED

माता का नाम / Name of Mother

SHAIRA BANU SYED

पति या पत्नी का नाम / Name of Spouse

पता / Address

14/708-7, NAKASH STREET

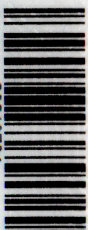
KARAPA, YSR DISTRICT

PIN: 516001, ANDHRA PRADESH, INDIA

पुराने पासपोर्ट का न. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

कार्ड नं. / File No

VJ4061748042518



S9513784



# 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	46	FOUR SIX
Life Skills Education : <b>GRADE SECURED :</b>			
Marks of Identification			
1. A MOLE ON RIGHT CHEEK. 2. A MOLE ON LEFT HAND.			

91. R. N. 16/12/2013  
Head of Institution  
with School Stamp  
**GOWRI MEMORIAL HIGH SCHOOL (E.M.)**  
KADAPA 516 001  
Date of Issue : 17<sup>th</sup> May, 2013  
14-43, Peddabentla Street

Syed Shamsuddin  
**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





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


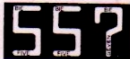
has appeared at the Intermediate Public

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  			
In words	*FIVE**FIVE***SEVEN*			
Date	28-06-2015			

Signature of the Principal and College Seal  
**PRINCIPAL,**  
**VIGNAN JUNIOR COLLEGE,**  
**Sankarapuram, Kadapa.**

Signature  
**Controller of Examinations**





# 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. : U002364

Reg. No. : 150470422084



# 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 గౌస్ 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.

*ARRE*

Vice Chancellor