

# G SYED WAHEED

## Contact

📞 91-9704954961

✉ syedbcom9@gmail.com

📍 India

## Computer skills

- ✓ Tally ERP 9
- ✓ Tally Prime
- ✓ MS Office

## Certifications

Tally Prime Certificate in 2021

## Personal Details

Father's name : G. Syed Gaffoor

DOB : 1 July 1990

Nationality : Indian

Marital Status : Unmarried

## Languages

Urdu

Hindi

Telugu

English

## Hobbies

Listening to music

Playing & watching Cricket

## Summary

Having 5+ years of experience in Tally ERP and Marketing Fields. Prepared general Ledgers and Journal entries. Supervised junior accountants and monitored their work on daily basis. Assisted junior accountants in preparing month end reports and monthly bank reconciliations. Analysed company's expenditure and benefits. Prepared Balance Sheet using Tally. Good knowledge of Outlook, Gmail, Tally and MS Office.

## Professional Skills

- Knowledge in GCC VAT
- Knowledge in Sales & Purchase entries in GCC VAT using Tally

## Experience

### 1. Designation: Tally Accountant

Company: VASG Associates, Bangalore, India

(02/2020 to 06/2023)

### Roles and Responsibilities

- Data Entry using Tally ERP-9
- Prepared Sales and Purchase Entries.
- Maintained accounts & Ledgers on daily basis.
- Created Bank and Cash Vouchers.
- Reconcile all Debtor and Creditor Ledgers on monthly basis
- Created Balance Sheets using Tally.
- Prepared account statements using MS-Word.

### 2. Designation: Marketing Executive

Company: Surendra Traders, Tirupathi, India

(07/2017 to 01/2019)

### Roles and Responsibilities

- Meeting with clients during sales visits
- Involved in the Marketing of various products for Promotions
- Maintain accurate records for sales Performance
- Negotiating contracts and Packages
- Carry out quality assurance tests to discover errors and optimize usability.
- Worked towards daily, monthly and annual targets.

## Education

Post-Graduation in M.Com from S.V. University, Tirupathi, India