



Sayed Wahaj Ali

Professional Title

Motivated and detail-oriented Accounting Professional with over **2+ years of experience** in financial transactions, cash handling, sales operations, and customer service. Proficient in **Tally Prime, SAP FICO, and MS Excel**, with hands-on expertise in managing invoices, reconciliations, and budgeting. Seeking a challenging role to contribute strong analytical, organizational, and interpersonal skills to streamline accounting processes and support business growth. Adept at handling fast-paced environments while maintaining precision, compliance, and customer satisfaction.

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SKILLS

Tally Prime SAP (FICO) MS Excel Financial Accounting & Budgeting Accounts Receivables Financial Analysis

Sales Transactions Inventory Management Upselling and Cross-Selling Customer Service Product Knowledge

Time Management Teamwork & Communication

WORK EXPERIENCE

Sales Executive

Suzuki (Ameen Motors), India

11/2023 - 12/2024

Achievements/Tasks

- Delivered personalized customer service by understanding client needs, showcasing suitable models, and building trust, resulting in enhanced customer satisfaction and repeat inquiries.
- Conducted engaging product presentations, test rides, and feature comparisons to help customers make informed decisions, boosting confidence and increasing conversion rates.
- Efficiently managed billing, payment processing, and documentation while maintaining accuracy and compliance, streamlining the sales process and ensuring smooth customer onboarding.
- Ensured post-sale customer engagement through follow-ups, while maintaining organized showroom displays to create an appealing, high-conversion retail environment.

Accounts Assistant & Cashier

Ameen Traders, India

03/2023 - 10/2023

Achievements/Tasks

- Effectively managed daily financial transactions, ensuring accuracy in bookkeeping, journal entries, and compliance with accounting standards to support seamless business operations and maintain audit-ready financial records.
- Handled end-to-end invoice processing, prepared payment vouchers, verified payment amounts, and ensured timely disbursement while maintaining accurate vendor records for streamlined accounts payable operations.
- Executed monthly bank reconciliations and managed petty cash transactions, identifying discrepancies and ensuring fund accuracy through detailed record-keeping and regular financial reporting.
- Maintained financial documentation in accordance with regulatory standards, supported internal audits, and implemented accurate logging practices to enhance data integrity and reduce accounting errors.



WORK EXPERIENCE

● Sales Associate

Masakkali The Fashion Shoppee, India

09/2022 - 02/2023

Achievements/Tasks

- Built strong customer relationships by offering personalized styling advice and product recommendations, enhancing shopping experiences, driving satisfaction, and contributing to consistent repeat business and positive word-of-mouth referrals.
- Maintained appealing store displays and ensured organized shelves, aligning with brand aesthetics to attract customers, increase foot traffic, and support seasonal marketing initiatives and promotional campaigns.
- Consistently met and surpassed monthly sales targets through upselling, cross-selling, and persuasive communication, directly contributing to store revenue growth and team performance success.
- Handled inquiries, complaints, and returns with professionalism and empathy, processed transactions efficiently, and supported team efforts during promotional events to ensure seamless operations and satisfied customers.



CERTIFICATES

SAP FICO

Tally Prime

MS Office



EDUCATION

● Bachelor of Commerce (B.Com)

Karnatak University of Dharwad

2019 - 2022

● Pre-University Course (PUC)

National PU College

2017 - 2019



PERSONAL DETAILS

Date of Birth: 10/12/2000

Nationality: Indian

Marital Status: Single



LANGUAGES

English
Full Professional Proficiency

Hindi
Full Professional Proficiency

Urdu
Full Professional Proficiency

Kannada
Full Professional Proficiency