

Kasim Ilahi Pathan
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Professional Summary

Detail-oriented and customer-focused Sales Executive and Cashier with over 8 years of experience in sales operations, cash management, and financial reporting. Proven expertise in handling daily transactions, preparing financial reports, and managing customer relations. Adept at ensuring accurate cash reconciliation and inventory management, with a strong commitment to operational efficiency and customer satisfaction.

Work Experience

Sales Executive & Cashier

Alankar Steel Centre, Pachwad
2016 – Present

Conducted daily sales operations, ensuring excellent customer service and achieving sales targets.

Managed cash flow, reconciled daily transactions, and prepared end-of-day financial reports for the management.

Handled billing, invoicing, and tallying of daily accounts using digital tools.

Maintained inventory records and ensured timely stock replenishment.

Sales & Stock Manager

Laxmi Marble, Wai
2010 – 2015

Assisted customers in product selection, driving increased sales and repeat business.

Oversaw stock inventory, ensuring optimal stock levels to meet customer demands.

Monitored and recorded stock inflow and outflow, minimizing discrepancies.

Education

Bachelor of Arts (B.A.)
Shivaji University, Kolhapur
2014

Percentage: 52.89%

Higher Secondary Certificate (HSC)
Kolhapur Division
2009

Percentage: 62.17%

Secondary School Certificate (SSC)
Kolhapur Division
2007

Percentage: 58.76%

Additional Courses

MSCIT: Scored 95 out of 100, 2014

English Typing: Completed in 2015 (~40 words/minute)

Skills

Sales Operations and Customer Service

Cash Handling and Reconciliation

Financial Reporting and Tallying Transactions

Inventory Management

Billing and Invoicing

Strong Communication and Interpersonal Skills

WordPress Website Development and SEO Optimization
