

# BAHER HABIB BOSHRA



## OBJECTIVES

Always have a spirit of passion for successful work and use my experiences and skills to achieve the greatest benefit to maintain the success of the organization.

## EDUCATION

Bachelor of Commerce english study program  
Financial Accounting Department .  
2017- 2021 | Asyut University ,Egypt

## EXPERIENCE

Eltadamon Exchange, Cairo, Egypt  
Teller, Dec.2022 - May.2023

- Greeting customers at Counter.
- Handle Foreign Currency and identifying more than fifteen type of currency.
- Buying and selling foreign currency,issuing transaction receipt.
- Balancing cash at the counter safe.
- perform transfer of funds between branches and the bank.
- Prepare daily closing report
- Performs other duties that may be assigned by the supervisor.

Xpereinze kiroseiz hotel, sharm elsheikh,egypt  
General cashier Nov.2021-May.2022

- Collecting Cash envelope from Front Office and Counting Cash with finance witness.
- Identifying and handling foreign currency including (egyptian pound,dollar,euro,sterling pound).
- Performing daily bank deposit for both cash and cheques, maintaining the slips records.
- Responsible for auditing, processing and issuing Petty Cash.
- Preparation of bank reconciliation statement,and all accounting procedures related to payable department.
- Conducting House fund audits on a regular basis.
- Prepare cash salaries and daily house fund reports.
- performing any additional duties assigned by Management and assisting in other areas of Accounting as needed.

## CONTACT

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ADDRESS Dubai-UAE

## ABOUT ME

I am distinguished by an open social personality and positive attitude always strive for excellence, Ambition is my first concern, no matter the circumstances.

NATIONALITY Egyptian

DATE OF BIRTH 18.April.1999

Marital status Single

Visit visa for two months end in 5//2/2024

-Have attested graduation certificate from UAE embassy.

-Ready to relocate in any location of UAE with multiple shifts

## LANGUAGE

Arabic   
English   
Urdo

## REFERENCE

Upon Request

## **SKILLS**

- **Persuasion and negotiation skills.**
- **Basic math and computer skills.**
- **Excellent communication skills.**
- **Can Work Under Pressure and work with team.**
- **Documentation and excellent typing skills**
- **Strategic thinking and planning.**
- **Skillfully dealing with Microsoft Office programs.**
- **Good command of english(Writing, speaking, listening).**
- **Good knowledge about ERP system.**
- **Good written and verbal communication skills.**
- **Treasury management skill.**
- **Hardworking with self motivating.**
- **Good knowledge about financial accounting Procedures.**

## **Certificate and courses**

### **-Financial crime academy**

**certificate in anti money laundering foundation**

### **Coursera**

**-Certificate in using basic formula and function  
in microsoft excel**

### **Open SAP**

**-Certificate in sap business by design project-  
based service**

### **HP life**

**-certificate in cash flow**

### **Linkedin**

**-Certificate in communication foundation**