

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

Foreign Currency Cashier, Dec.2022-Oct.2023

- Meet and Greet customers at Counter.
- Identifying, selling and buying foreign currency to different customer from different nationalities .
- Ensure transactions are completed in an efficient manner with a high level of accuracy, Follow compliance procedures.
- Provide support and information to customers, over the counter and by phone
- Maintain a cash float and follows balancing and reconciling procedures.
- Building and maintain good relationship with the customer.
- Provide support and information to customers, over the counter and by phone.
- Maintain a cash float and follows balancing and reconciling procedures.
- Prepare daily reports at closing of each working day.

Dar Elsherouk Marble and Granite Trading .Sharjah.UAE

Accountant, June.2022 - Oct.2022-Contract (5 Months)

- Conducting all factory working operation.
- Conducting sales and buying operation of marble and granite (checking materials -issuing invoices-manage payments and collection process).
- Manage HR responsibilities, including attendance, leave requests, vacation handovers, and visa renewals and employees salaries.
- Monitor and ensure the timely renewal of various company documents.
- performing all accounting transaction and UAE VAT registration using accounting software program.
- Follow-up projects, starting from cutting marble and granite to handing over the project to the owner.
- Conducting cash flow process of the company daily and petty cash processing.
- produce monthly financial statement of the company and projects.

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

REFERENCE

Upon Request

Xpereince kiroseiz hotel, Sharm El-sheikh ,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 check 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.**

SKILLS

- **Persuasion and negotiation .**
- **Basic math and computer.**
- **Excellent communication .**
- **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.**
- **Treasury management skill.**
- **Hardworking with self motivating.**
- **Good knowledge about financial accounting Procedures.**
- **Excellent customer service skills.**
- **Ability to perform multi tasks.**
- **Ability dealing with Sun &Opera System for hotels accounting .**

CERTIFICATES AND COURSES

Coursera

-Certificate in using basic formula and function in Microsoft excel

-Financial crime academy

certificate in anti money laundering foundation

Linkedin

-Certificate in communication foundation

HP life

-certificate in cash flow

Open SAP

-Certificate in sap business by design project-based service