

**Ashraf**

Nationality**:** Egyptian

Date of Birth: 27th July 1986

Current Location: Dubai, United Arab Emirates

E-mail: **ashraf.307857@2freemail.com**

**Career Profile:**

* *Have worked as* **Chief Accountant, Accounts Payable, AccountsReceivable** *and* **Night Auditor** *during the absence of finance team.*
* *Proficient with* ***MS office****,* ***Opera****,* ***Micros*** *,* ***SUN system*** *,* ***Vision*** *,* ***FMC****& sound working knowledge of* ***OASYS*** *(HR Management Software)*
* *Detail oriented, efficient and organized professional with experience in accounting system.*
* *Strong analytical and problem solving skills with ability to make well decisions.*
* *Resourceful in the completion of projects and effective at multi-tasking.*
* *Have a genuine desire to lead a team and a sense of responsibility, ability to put people at ease, and gain their trust and confidence and to work under pressure and make quick decisions.*

**Career Objectives:**

*Aim to work hard in any establishment, which would help me to improve my personality traits and be creative in using my skills and proficiency in the best possible way to achieve professional excellence and be an asset to the organization enabling mutual growth.*

**KEY COMPETENCIES AND SKILLS:**

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| * Collating, checking and analysing spread sheet data
* Examining company accounts and financial control systems
 | * Commitment to hard work and intensive study
* Gauging levels of financial risk within organisations
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| * The ability to be a catalyst, someone who inspires and motivates others
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| * Ensuring procedures, policies, legislation and regulations are correctly followed and complied with
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| * Understanding
* Innovation
* Problems solving
* Auditing
 | * Communication skills
* Administration
* Enthusiasm
* Credibility
 | * Achievement of goals
* Commercial awareness
* Integrity& resilience
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**Professional Work Experience:**

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| ***09th Mar 2015 – tillpresent*** | Holiday Inn Express Dubai – JumeirahIHG Hotels & Resorts Dubai , UAE  |
| Position Held | *Account Payablecum General cashier.* |
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| Responsibilities & Duties | * *Checking and verifying for long outstanding LPOs.*
* *Checking arithmetical accuracy, date, quality and receive stamp approval on the invoices with LPOs or agreement.*
* *Tally and receive total invoices and reconciliation of outstanding with total payable balance.*
* *Collects and verifies daily all Cashier’s Remittance envelopes from all deposits, depository boxes and drop sheets and counts contents while accompanied by a witness duly authorized by the Chief Accountant.*
* *Receives, verifies and acknowledges collections of credit and collection clerks by signing the official receipts thereof.*
* *Receives collections direct from customers and clients.*
* *Deposits cash sales and collections with the banks daily. - Keeps custody and maintains an accurate record of petty cash fund transactions and initiates its replenishment.*
* *Issues cash floats for cashiering purposes.*
* *Maintains an accurate record of all cash fund transactions and initiatives its replenishment.*
* *Issues cash floats for cashiering purposes.*
* *Maintains an accurate record of all cash funds issued and the value of each cash fund.*
* *Reimburses Guest Officers for disbursements made.*
* *Keeps and maintains an adequate supply of small change for the departmental cashiers for regular day, long weekend.*
* *Provide documents required during the time of audits*
* *Posting all the invoices from Micros Fidelio System & interface it to Sun System (Back Office Accounting System)*
* *Responsible for preparing accounts payable vouchers and printing cheques with the complete supporting documents.*
* *Responsible for maintaining a cheque register and void cheques register and any other register needed for the operation and the audit purposes.*
* *Attending suppliers inquiries – payments; unpaid invoices & SOA reconciliation*
* *Uploading the monthly budget*
* *Assisting in preparing the monthly Profit & Loss*
* *Preparing the monthly payroll for hotel’s employees and all payroll transfer related A-Z .*
* *Worked as Chief accountant as a reliever*
* *Worked as Income Auditor as a reliever*
* *Worked as Accounts Receivableas a reliever*
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| ***01st Aug 2013-08th Mar 2015*** | Holiday Inn Express Dubai - Jumeirah IHG Hotels & Resorts Dubai , UAE  |
| Position Held | *Income Auditor*  |
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| Responsibilities & Duties | * *Audit charges to city ledger and credit card companies before forwarding them to Accounts Receivable section.*
* *Audit Daily revenue and their supporting transaction reports of the Night Audit Process.*
* *Audit revenues from other operated departments.*
* *Ensure that all of the day’s Banquet revenue has been recorded.*
* *Audit Cashier’s report against recorded cash transactions.*
* *Verify Daily Report reflects all of the daily transactions.*
* *Review paid-outs, refund and allowance vouchers with reasonable explanation, proper approval and supporting documentation.*
* *Verify supports for complimentary and house use rooms and for room charged at rates varying form the rack potential.*
* *Review all house use and entertainment checks for propriety and ensure that they are signed and authorized.*
* *Audit all discounted, cancelled and voided Food and Beverage outlet checks for explanation and approval by the concerned outlet manager.*
* *Check the sequential use of Food and Beverage checks, foreign exchange vouchers, official receipts and to investigate any missing or irregular forms.*
* *Investigate late charges and Bills on hold. All details should be forwarded to Credit Manager for further action.*
* *Ensure that all Staff City Ledger accounts are closed at month end.*
* *Maintain organized files for the audit records.*
* *To be fully aware of the hotel’s policies and procedures and to adhere them.*
* *Assist Front Office technical issues when needed.*
* *Responsible for credit card transaction queries.*
* *Process and review the monthly Payroll thru OASYS System, ( HRM )*
* *Bank reconciliation and Ledger entries*
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| ***01st Feb 2013 – 31st July 2013*** | Holiday Inn Express Dubai – Safa Park IHG Hotels & Resorts Dubai , UAE  |
| Position Held | *Receiving Clerk*  |
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| Responsibilities & Duties | * *Handle and manage incoming shipments and materials received.*
* *Inspect and verify the condition of the materials received.*
* *Reconcile materials received against invoice quantities.*
* *Communicate discrepancies in materials received to the purchasing and cost department.*
* *Responsible for the receipt, verification and recording of raw materials and products that come into any company facility.*
* *Helping basic roles of cost control department.*
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| ***20th July2011 – 31st Jan 2013*** | Holiday Inn Express Dubai – Safa Park IHG Hotels & Resorts Dubai, UAE |
| Position Held | *Data Entry Clerk / Guest Information Agent* |
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| Responsibilities & Duties | * *Assists guests and Front Office Staff in all Front office related functions in an efficient, courteous and professional manner that maintains high standard of service and hospitality.*
* *Updating all guests’ information in the police report system accurately after each check in taking into consideration guest’s escort.*
* *Make adjustment on the police report system if mistakes are found.*
* *Keep updating the no. of guests in the police report once it has been updated at the Opera (PMS) system.*
* *Use proper telephone etiquette*
* *Possess a working knowledge of reception department, takes same day arrival and future reservation when necessary*
* *Assist receptionist for Arabic Guests who needs enquiries in Arabic language and translation.*
* *Provides courteous service to customers by operating the switchboard according to the standards.*
* *Communicates clearly and courteously using up-beat tone*
* *Demonstrates fluency in the use of equipment*
* *Transfers incoming calls promptly to the appropriate extension*
* *Assists guests to make long distance calls by instructing them on the appropriate procedures and/or placing calls for them*
* *Responds to customers’ questions regarding the hotel, in-house facilities and local events*
* *Takes and delivers accurate and complete messages.*
* *Accepts, records and executes wake-up calls, insuring the guest is awakened as requested*
* *Is fully aware of and knows how to handle all current and future hotel promotions*
* *Knows the names of key people within The HIEX Hotel Group*
* *Demonstrates teamwork by co-operating and assisting colleagues as needed.*
* *Handles difficult situations effectively*
* *Demonstrates working knowledge of all services and facilities of the hotel*
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| ***Nov2008 – Jan 2011*** | Abd Al Baki Law OfficeAl Gharbiyah , Egypt |
| Position Held | *Lawyer* |
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| Responsibilities & Duties | * *Providing a complete range of legal services in different areas of Law, as well as legal advice and consultation for both public and private sectors. Formulation of civil & commercial Law, as well as legal advice and consultation for both public and private sectors. Formulation of civil & commercial contracts Communicate and resolve legalquestions with government institutions.*
* *Collect and analyse information on legal problems and propose solutions.*
* *Review, draft contract and agreements and ensure their compliance with applicable law.*
* *Representing the clients before Government Authorities Corporate, Prosecution, Police Department, and Department of Labor.*
* *Act as the company’s legal counsel, represent and advise management at all court hearings and meetings*
* *Follow up and negotiate collection issues on bad debts of customers and file court cases against defaulters.*
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| ***Oct2005 – Nov2008*** | Blue Net Company Al Gharbiyah , Egypt |
| Position Held | *Computer Operator* |
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| Responsibilities & Duties | * *Office files maintenance (Staff and students)*
* *Correspondence with Technical Education Board*
* *Keeping students computerized accounts record*
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**Education & Certifications:**

October2004 – October 2008

Faculty of Law, Tanta University, Egypt

“Bachelor of Law”

Dec 2015 - April 2016

Australian Education & Learning Institute

Diploma of Accounting ( FNS50215 )

Certificate # C0028/2016

**Memberships & Affiliations**

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| ***Member of the Egyptian bar Association***  |  | ***Member of the Arab Lawyers’ Union*** |
| 2008 |  | 2010 |
| *Member code #. 421468* |  | *Member code #. 14810* |

**Training & Qualification**

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| * Fish Philosophy
 | * Emails Etiquettes
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| * Time Management
 | * Basic Food Hygiene
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| * Supervisory Skills
 | * Make Every Interactions Count
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| * Train the Trainer ( CTC- Craft Training Certification )
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| * HR Policy Awareness
 | * Conservation Awareness
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| * Data Privacy
 | * Health & Safety
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**Computer Skills:**

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| * *Opera PMS*
 | * *Micros*
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| * *OASYS*
 | * *Vision*
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| * *Sun Systems*
 | * *MS office*
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| * *FMC (Materials Control )*
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**Languages:** Arabic - Mother Tongue, English–Good

**Interests:** Music, Travelling &Reading books.

**Personal Profile:**

Creative, ambitious, motivated, orderly, respectful, organized, precise, eye to details, friendly, reliable, helpful, courteous, able to cope with a heavy workload, flexible, polite, discreet, objective, team player, able to work independent.