Sherif

Sheriff.330701@2freemail.com

Dubai, UAE

**Summary:**

I worked as an Accountant with a Bachelor Accounting degree and have experience for 5 years in different sectors

Also, I have worked as sales in Egypt and have some experience in sales

Excellent in written and spoken English

I would like to find a job related to my career, but also, I can work as sales or Admin or any other position

**Work Experience**

 **Finance and administration officer at EGO pharmaceuticals**

 **( UAE- Dubai ) from July 2015**

* - Reporting to Head Office Directly in Australia and Reporting to Regional manager in Dubai
* - Follow up with distributors in Middle east for due payments
* - Audit Debit and Credit notes in regional countries
* - Calculate Auxiliary, Bonus for
* - Maintain records of sales, bonus, expenses and inventory of stocks
* - monitor stocks transfer

 **Sales Accountant at Ego pharmaceuticals**

 **UAE- Dubai Oct 2014 – July 2015**

* Timely advise on near Expiry to allow the best decisions on its usage
* - Ensure expired goods are disposed, not kept at stores or the system
* - Organize extra bonus used by medical reps. and keep good records on that.
* - Follow on sales orders from customers, and check delivery status when needed
* - Ensure debit/credit transactions are streamlined and be a contact point to HQ
* - Review debit notes issued by the distributor against sample taken
* - Extract sales data as needed by Ego
* - Manage stocks and Keep high visibility through system and physically at store
* - Administration of FOC requests/Extra bonus and validate that to DN from distributor

**Accountant at Al Mokhtabar Laboratories**

**Egypt – 2012 to 2014**

* Responsible for the day-to-day a/p processing and payment for Almokhtabar employee’s expenses
* Performs professional accounting work, ensuring that payment is timely and accurate.
* Uploading expenses and helping with invoices
* Calculate receptionists bonuses, incentives
* check inventory reports for each lab and approve to it.

**Night Auditor**

**Le Metropole hotel**

 February 2010 – April 2012 (2 years 3 months)Egypt, Alexandria

* using Fidelio system to accomplish all auditing task
* Print cash report for the daily cash and compare it to every operation in the Hotel
* Audit the food and Beverage checks and orders versus cash to ensure there is no duplicate
* Check room rates are correct and entered correctly to the reservation
* post room charges to guest accounts
* post all revenue and charges at end of day and start new day on system

**Pharmacy Representative**

**Medical Union Pharmaceuticals**

* June 2008 – January 2010 (1 year 8 months) Egypt, Alexandria

**Hardees Restaurant**

* Worked as staff for 1 year

**Skills**

* Microsoft Excel and Word

**Education**

* Alexandria University, Bachelor’s degree of Accounting

**Langauge**

* Arabic by mother tongue
* V.Good and fluent English

**Nationality**

* Egyptian

**Driving Licence**

* Valid UAE license