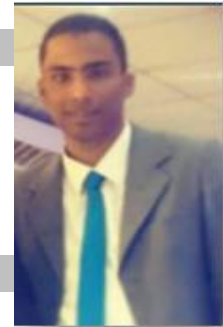


Saleh Abd ElMoneam Ahmed

Personal Information

Nationality : Egyptian.
Date of Birth :21 March 1992.
Place of Birth : Al-Mahala Al-Kubra, Egypt.
Religion : Muslim.
Military Status : Exempted



Contact Details

Address : Al-Nour Building, AlNahda1, Dubai
Mob 0559075545
Email :**saleh.a.elmoneam@gmail.com**
Skype : saleh hassan

Objective

I'm an Accountant looking for a new opportunity with in a large or small operation.
I have previous experience in corporate accounting and small business accounting.
(cashier-store keeper-receiving clerk-cost control &purchasing supervisor- customer services)

Education

Faculty of commerce Mansoura University
Bachelor Accounting& Finance (2013)
Grate : good 70 %

Languages

Arabic: Fluent, Native
English: excellent.

Computer Skills

- Multi Computer user.
- Excellent knowledge of windows 98, 2000, 2007, XP, 7 and windows blue.
- Excellent knowledge of Microsoft Office.
- Expert user of various email packages including Microsoft Outlook and GroupWise.
- Adept at using internet search engines for research purposes.

Soft Skills

- Communication team player skills.
- Conflict management.
- Interpersonal skills.
- Planning and organization.
- Leadership and motivation skills.
- Initiative.

Work experience

Working On The Program (FBM. Material Control

***Purchasing & Cost control supervisor**

SolY mar Naama BAY Resort Sharm El-Sheikh
9-2015: 12-2015

***Receiving Clerk & Cost Controller clerk & store keeper**

SolY mar Naama Bay Resort Sharm El-Sheikh
1-2015 : 9-2015

Certificate of the best Employee in 2015 in solymar Naama bay hotel hotel as store keeper

***Receiving Clerk & store keeper**

Hauza Beach Resort | Sharm El-Sheikh
1-2014 : 12-2014

***Store Keeper**

Al-Shall Group Restaurants| Mansoura
7-2013 : 12-2013

***Sales Representative**

-2011 : 7-2013

Job Duties

- Check the receiving plus supplier invoices to ensure that prices indicated match the supplier price list in line with purchasing policy & hotel policy
- Carries out daily receiving reports & market list, investigates quantity and price diff, and reports unresolved discrepancies to the cost controller or manger.
- Inventory counts are performed as per established procedure & work in J.V sheet and closing month
- F&b stores and out lets are counted daily & account accurate deliveries management system
- Control the storing issuing of food, beverage & general stores
- Recipe cards are costing & report (daily flash., consumption, ABC analysis & monthly report)
- Closing stock report & short expiry items report
- Stock-ageing report & spoilage report
- Breakage & inventory Report
- Slow moving items Report & supplier Analysis-items report
- Check mini bar store and spot check for expiry dates
- Responsible About Every Thing in or out from hotel
- Received the purchase request for (food-Bev-Eng-general)by purchase requested singe from purchasing & Controller & GM

Training & other courses

- International Computer Driving License (ICDL)
- Leadership Training For Managers Course
- Business Accountant
- Management Accountant

Extracurricular activities

- A member of the RESALA Charity Association

References

- References are available on request