

Mohamed Sharaf Sapet

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OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

EXPERIENCE

Accountant and assistant pharmacist

2018 - 2021

Pharmacy Mohamed eisa

Following Companies statement

Annual inventory

Salary statement for employees

Organizing stock of drugs

Following stock of drugs

Document control

2021 - 2022

Alshorouk for construction

Following banking transaction's like

Fund transfer

Deposit checks

Drawing checks

Copy, scan and store documents

Check for accuracy and edit files, like contracts

Review and update technical documents (e.g. manuals and workflows)

Distribute project-related copies to internal teams

File documents in physical and digital records

Create templates for future use

Retrieve files as requested by employees and clients

SKILLS

Computer skills

100%

Microsoft office Excel Outlook PowerPoint

100%

Team building

100%

Problem solving

100%

Decision making

100%

Sales

100%

LANGUAGES

Arabic native

English good

Manage the flow of documentation within the organization

Maintain confidentiality around sensitive information and terms of agreement

Prepare ad-hoc reports on projects as needed

Head cashier

2022 - 02/2024

ALGHANIM for electronics (Kuwait)

Receive cash and coupons and cheques from customers and other mode of payment.

Processing all returns cash and credit.

Processing petty cash and record in GL on sap with explain the reasons.

Close the batch of day and make fund transfer (F.T) on sap and send to bank for deposit

Working on sap program sales distribution

Making reports

Send emails and Receive the emails

Making schedule for cashier

Treasury accountant

03/2024 - Still

Ghabour auto

Customer accounting

Processing invoices for customer

Received all mode off payment like cash and voucher and visa and other mode off payment

Record all transactions in excel sheet

Comparing the system with daily transactions

Close the batch of statement every day

Processing deposits

Processing checks

Auditing All of customer account

Processing journal entry

All off that transactions on oracle program

EDUCATION

Bachelor degree in business and commerce

2018

Cairo university

With Good grade