**Ashraf Atef Abdalla Gerges :**

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**Objective**

Looking for a senior position in the field of costing and managerial accounting in a large manufacturing company.

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**Education**

Bachelor of Commerce, El Menoufiya University, Accounting department, Grade: Good. (2004)

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**Employment history :**

* **Luna Pack (Dec.2011 Till now)** 
* Review of the batches that are completed ، and mention of the reason for the scrap.
* Address the production officials in case there are errors in the batch or the presence of high-scrap.
* Comparing actual consumption with the standard and follow up the waste.
* Follow up the allocation of job orders with its costs (Materials, conversion cost and manufacturing overhead).
* Follow-up output officials to create a batch to the state of close.
* weekly identical with the batches in the case of WIP With the actual reality of the sections productivity.
* **Follow up the issuing of raw material from the store.**
* **The pricing of new products upon request .**
* **Daily batches production , processing, rather than productivity reports.**
* **Capacity Utilization Report.**



* **One of the Opening Team Accounting Dep. Club Med Taba\*\*\*\*\* Hotel From ( 10/2010 To - 05/2011)** .
* Acc. Payable At Ghazala Gardens\*\*\*\*-- Sharm El Sheikh Form 11/2007 Till 10/2010**. **
* Receive and verify invoices and requisitions for goods and services and add the goods in stock
* Determine supplier's financial status
* Follow-up to pay dues to Suppliers
* Sort and match invoices and check requests
* Reconciliation of payments
* Data enter invoices for payment
* Processes journal vouchers and checks for payment
* Acc. Paymaster At Ghazala Gardens\*\*\*\*-- Sharm El Sheikh**.**
* Preparing monthly salaries.
* Preparing Daily count in cash box .
* General Cashier at Creative EL Nada Marsa Alam\*\*\*\* and Ghazala Gardens Sharm El Sheikh .
* Daily inventory for safe box .
* Daily in & out cash from safe box .



* Receiving Clerk at ST. George Three Corners\*\*\*\* Sharm El Sheikh From 4/2006 Till 11/2007 .
* Cashier at ST. George Three Corner\*\*\*\* Sharm El Sheikh**.**

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**Languages**

* Mother Tongue : Arabic .
* Foreign Language : English V. Good in both speaking & written .

**Computer skills**

* - Very Good knowledge of Microsoft office .
* - Very Good knowledge of Internet

**Application Systems : -**

* Almotakamel .
* Comsys Hotels System Version 4.9.1
* Comsys Pay Roll.
* Sun Client Version 4.3.3(payable).
* Opera systems.
* Micros.
* Erp. Oracle. ( Training from cite co. ).

**Personal Skills**

* ***Team work :-***
* Always good team player.
* Built and maintain good relationship with all team members.
* Be willing to take on jobs to balance the team workload.
* Be able to communicate well with people in all level.
* ***Drive :-***
* Welcome and embrace change, with a positive attitude.
* Be able to work unsupervised in a busy environment.
* Be able to prioritize duties.

**Interests:**

* Reading and Learning.
* Fishing and driving.

**Personal information:**

* Date of Birth : 16/03/1982. Nationality : Egyptian.
* Military Service : Finished. Passport No. : A09228141

I hope that the above mentioned particulars meets your requirements and if you will give me a chance to work with you, I assure you that I can be an asset and always do my best in performing my duties

**&Thank You For Your Time**