

Ahmed Shoukry

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Driving License: UAE D.L Valid Until 11/2026

Work experience

Operations Manager (Amin Trading FZE, Hamriyah Free Zone, Sharjah) Apr 2017 - present

- Conduct audits of company accounting operations to ensure compliance with regulatory standards and maintain financial accuracy.
- Review and process tax returns, collaborating closely with the accounts office to facilitate accurate financial reporting.
- Prepare detailed monthly and annual reports for senior management; provide critical insights for strategic planning and decision-making.
- Support management in evaluating sales and procurement decisions to optimize operational efficiency and profitability.
- Facilitate client meetings and interviews, foster strong relationships and addressing client needs promptly and effectively.
- Manage customs clearance processes to ensure adherence to international trade regulations and timely shipment of goods.
- Oversee company stores and warehouse operations, implement inventory management strategies to minimize costs and enhance operational efficiency.
- Coordinate the release and transportation of incoming goods, optimize logistics to meet delivery timelines and exceed customer expectations.
- Supervise packing and shipping operations; ensure stringent quality control and compliance with safety protocols.
- Spearheaded the establishment of new company branches in the UAE and international markets, conduct market research to identify strategic opportunities and facilitate expansion efforts.

Account Manager (AXA Shipping LLC, Jebel Ali Free Zone, Dubai) Jan 2014 – Mar 2017

- Responsible for overseeing payroll, bookkeeping, and online salary transfers.
- Manage the petty cash account and calculate the cost of purchasing goods.
- Maintain financial accounts, including budgets, cash flow management, and preparation of sales and purchase invoices.
- Prepare monthly and annual reports for senior management.
- Enter supplier invoices and employee expense claims into the ledgers.
- Utilize QuickBooks to manage all company accounts.
- Supervise company stores and warehouse operations.
- Administer all bank transactions, oversee data recording procedures, and compile bank statements.
- Design and prepare audit schedules for external auditors.
- Complete and submit bill of entry and export documentation.
- Ensure timely payments are made prior to shipment as necessary.

Accountant (Hana Travel & Tourism, RAK)**Jan 2013 – Jan 2014**

- Manage payroll and bookkeeping.
- Record financial transactions by entering account information.
- Prepare sales invoices and maintain an organized accounts filing system.
- Compile various reports for senior management.
- Handle financial accounts including budgets and cash flow management.
- Enter supplier invoices and employee expense claims into the ledgers.
- Utilize the Peachtree program to oversee all company accounts.
- Supervise financial and management accounting functions.
- Administer bank transactions, oversee data recording procedures, and compile bank statements.
- Develop and prepare audit schedules for external auditors.

Assistant Manager (Bell Air Hotel, Egypt)**Aug 2008 – Oct 2012**

- Work directly with the General Manager to manage all activities of the property, including employees, maintenance, sales, and profit/loss accounts.
- Coordinate, direct, and manage hotel operations to achieve maximum profitability.
- Ensure guest satisfaction by maintaining high standards of service and addressing any issues promptly.
- Supervise employees, including conducting performance evaluations and providing rewards and recognition.
- Oversee maintenance of the property to ensure it meets safety and quality standards.
- Assist in developing and implementing sales strategies to increase revenue.
- Monitor financial performance and prepare reports for the General Manager.
- Ensure compliance with all hotel policies, procedures, and regulations.
- Foster a positive and productive work environment, promoting teamwork and professional development.
- Address guest inquiries and resolve any complaints to maintain high levels of customer satisfaction.

Hotel Receptionist (khaleg El Kaseh Village, Egypt)**Jun 2004 – Aug 2008**

- Handle reservations, cancellations, and modifications efficiently and accurately.
- Manage guest accounts, processing payments, and ensuring all charges are correctly applied.
- Provide information about the hotel, its services, and the local area, including directions and recommendations.
- Assist guests with special requests, such as booking transportation, making restaurant reservations, and arranging for additional services.
- Coordinate with housekeeping and maintenance staff to ensure guest rooms are clean, well-maintained, and ready for occupancy.
- Monitor and manage the hotel's booking system, updating room availability and rates as needed.
- Maintain accurate records of guest information, reservations, and transactions.
- Perform administrative tasks as required, such as filing, photocopying, and data entry.

Key skills

- Accounting and Budget Management
- Customer Service Techniques
- Client Management
- Staff Leadership and Supervision
- Hotel Operations Management
- General Office Administration
- Strong Communication Skills
- Flexibility and Adaptability
- Meticulous Attention to Detail
- Decision-Making and Action-Oriented Skills

Education

- Bachelor Degree in Commerce (Accounting Major) - Alexandria University, Egypt 2012

Languages

- **Arabic** (Native)
- **English** (Excellent in spoken and written)

Computer Skills

Proficient user of MS Office (Word, Excel, PowerPoint, Outlook)

- Peachtree program
- Quick Books
- Visual Finwin Program
- Amadeus System