



# ASHRAF ZAHER

ACCOUNTANT, CASHIER

## CONTACT

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Al Maktoum Road,  
Deira - Al Rigga - Dubai

## EDUCATION

1994 - 1998

HELWAN UNIVERSITY

- Bachelor of Commerce and Business Administration

## LANGUAGES

- Arabic (Mother Tongue)
- English (Fluent)

## COMPUTER SKILLS

- Professional user at Microsoft office
- Good Internet user

## SKILLS

- Team work
- Good communication skills
- Leadership skills
- Fast learner
- Have good reporting skills
- Negotiation skills
- Work under pressure
- Ability to work methodically and meet deadlines

## PROFILE

Seeking a challenging and competitive job opportunity in which I can combine all my knowledge and skills to bring the best outcome for the company's image and reputation by exerting all my efforts to increase its quality, productivity, and thus customer satisfaction. Also seeking a job opportunity that helps me to expand my knowledge, experience, and attitude in a highly professional work environment.

## WORK EXPERIENCE

### Graphitec Press

2010 - 2023

#### Finance Manager

- Supervising and reviewing the daily movement of the fund in terms of incomings and outgoings, whether in cash or checks
- Reviewing customer accounts and issuing invoices through the electronic invoice system
- Reviewing suppliers' accounts
- Monitoring bank accounts in addition to issuing checks and bank transfers using the Internet banking
- Preparing and transferring workers' salaries via payroll after calculating social security deductions and the work gain tax
- Dealing with the government payments portal in terms of paying monthly declaration claims (value added tax - work gain tax - social insurance)
- Reviewing and preparing the final accounts and the company's financial position

### Graphitec Press

2002 - 2010

#### Account Manager

- Controlling the movement of the fund in terms of incomings and outgoings, whether in cash or checks
- Maintaining customer accounts in terms of issuing invoices, restricting payments, preparing and approving statements of accounts
- Maintaining suppliers' accounts
- Maintaining bank accounts in terms of preparing drafts, including outgoing and incoming checks and transfers
- Preparing employees' salaries in terms of extras, deductions, and disbursement of entitlements
- Preparing the necessary statements for the final accounts and the company's annual financial position

### Lausanne Misr Co.

1998 - 2002

#### Accountant