

ALI SELIM

Accountant

Mesir, Kafr El Sheikh, Egypt | (+20) 1096170348 | alisleem4895@gmail.com | September 10, 1999

EDUCATION

- Bachelor degree in **Accounting**
- Faculty : Commerce “**English** Section”, Kafr El Sheikh University
- Grade : **Very good** “honour degree”

EXPERIENCE

Front Office Cashier | Royal Albatros Moderna Hotel, Sharm El Sheikh, Egypt **2022 : Now**

- Working with ERP “Oracle” accounting system for making accommodation bills for guests.
- Insuring and collecting the amount of bills for accommodation and F&B outlets consumed by hotel guests during the operation.
- Making a daily check for room rates and types and making sure about its compatibility with the contract settled between the hotel and the travel agency.
- Preparing a cash count and reporting the amount collected every day to the higher management.

Night Auditor | Siva Sharm Resort “Savita”, Sharm El Sheikh, Egypt **2021 : 2022**

- Making an intensive audit for room rates after charging them to the rooms, making a check in the contract settled between the hotel and the travel agency.
- Reviewing all cash and non-cash “online” payments made by the guests whether in the outlets or at the front office lounge by comparing the invoices with the amounts collected
- Finding all rooms with “zero” rates and making a report with those rooms for the higher management.
- Settle all the differences for late check-out rooms by closing the amount paid for late check-out by the appropriate payment code in the system for each room.

COURSES & TRAININGS

British International Institute | Trainee **Sep 2021 : Oct 2021**

- Microsoft Office Quote “Word – Excel – Outlook”
- English for Business and Finance
- Human Development Internship

Misr Bank | Trainee **Sep 2020 : Oct 2020**

- Basics of Banking operations, loans, customer service..etc

- Fundamentals of Financial Accounting
- Analyzing the financial statements “Income statement – Balance Sheet – Cash Flow Statement”
- Excel Crash Course “Spreadsheet formulas for finance”

SKILLS & ABILITIES

- Attentiona to details
- Problem solving
- Multi-task handling
- Teamwork oriented

LANGUAGES

- Arabic “Native Language”
- English “Fluent”
- French “Intermediate”