

MOHAMMED METWALLI

personal information

0546862114

Jeddah

Mohammed.m.metwalli@gmail.com

EDUCATION

University of Jeddah

Bachelor of accounting, Accounting

Jan 2020 - Nov 2024

Personal Skills

- Financial Analysis
- Quality Assurance
- Leadership
- Customer Experience
- Negotiation
- Operations Management
- Coaching
- Accounting
- Customer Servicer
- Microsoft Excel
- Communication

Language

- Arabic: Native or bilingual proficiency
- English : Full professional proficiency

OBJECTIVE

Dedicated accountant, operations, and project manager based in Jeddah, Saudi Arabia. Passionate about driving business success and positive change. Experienced in managing coffee operations and committed to continuous learning. Aiming to contribute to transformative corporations that shape the future. Aspiring billionaire and avid reader in psychology and finance.

Work Experience

- Barista
 - Half Million · Full-time
 - Dec 2023 - Present · 5 mos
 - Jeddah, Makkah, Saudi Arabia · On-site
 - create and serve coffee beverages, provides excellent customer service, maintain cleanliness, and handles cash transactions. Experience in coffee preparation.
 - Teamwork and collaboration.
 - Skills: Communication · Customer Experience
- Branch Manager
 - 1/15 NHC · Full-time
 - Jun 2023 - Feb 2024 · 9 mos
 - Jeddah, Makkah, Saudi Arabia · Hybrid
 - Direct all operational aspects including distribution operations, customer service, human resources, administration and sales.
 - Assess local market conditions and identify current and prospective sales opportunities
 - Develop forecasts, financial objectives and business plans.
 - Meet goals and metrics.
 - Manage budget and allocate funds appropriately.
 - Bring out the best of branch's personnel by providing training, coaching, development and motivation
 - Locate areas of improvement and propose corrective actions that meet challenges and leverage growth opportunities
 - Share knowledge with other branches and headquarters on effective practices, competitive intelligence, business opportunities and needs
 - Address customer and employee satisfaction issues promptly
 - Adhere to high ethical standards, and comply with all regulations/applicable laws
 - Network to improve the presence and reputation of the branch and company
 - Stay abreast of competing markets and provide reports on market movement and penetration.
 - Skills: Microsoft Excel · Communication · Accounting · Customer Experience · Operations Management · Leadership · Financial Analysis · Quality Assurance
- Accountant
 - Halat rafaah Center - Full-time
 - Sep 2023 - Oct 2023 · 2 mos
 - Jeddah, Makkah, Saudi Arabia · Hybrid
 - As an Accountant at Wellness Center, I played a pivotal role in ensuring financial integrity and facilitating strategic decision-making through accurate and timely financial reporting. With a keen eye for detail and a passion for numbers, I successfully managed various accounting functions and contributed to the overall success of the organization.
 - Skills: Microsoft Excel · Communication · Accounting · Customer Experience · Operations Management

- Auditor
 - Sindi & Batterjee · Internship
 - Jul 2023 - Sep 2023 · 3 mos
 - Jeddah, Makkah, Saudi Arabia · On-site
 - i was learning in specific how auditing works, starting with the raw data from the client accountant to making a web trial balance, using the 1audit software to check all the data, into making a balance sheet, i gained a lot of experience using excel and 1audit software and overall knowledge in the auditing field.
 - Skills: Microsoft Excel · Communication · Accounting · 1audit
- Office Supervisor
 - Enlight Space · Full-time
 - Jun 2023 - Jul 2023 · 2 mos
 - Jeddah, Makkah, Saudi Arabia · On-site
 - As an Office Supervisor at Co-Working Space Enlighte, I played a pivotal role in creating a vibrant and productive work environment for our diverse community of members. With a strong focus on customer service and operational efficiency, I ensured smooth day-to-day operations and enhanced the overall experience for our tenants.
 - Skills: Microsoft Excel · Communication · Accounting · Customer Experience · Operations Management
- 1/15 NHC
 - Full-time · 1 yr 8 mos
 - Jeddah, Makkah, Saudi Arabia
- Cafe Manager
 - Aug 2022 - Mar 2023 · 8 mos
 - Hybrid
 - As a café manager my job is to manage the café and to make sure all thing going as planned.
 - I hire employees, manage and lead the team, make sure everybody is happy and have a healthy work environment, develop customer experience, manage supply and contact suppliers, quality control, do the accounting, periodic and perpetual inventory, and event management.
 - Skills: Customer Service · Microsoft Excel · Communication · Customer Experience · Operations Management
- Team Lead Supervisor
 - Mar 2022 - Aug 2022 · 6 mos
 - On-site
 - As a team leader I make the staff schedule, train new employees, E-inventory system, the operational process, the recipes, and try to gain customers satisfaction and pleasure.As a team leader I make the staff schedule, train new employees, E-inventory system, the operational process, the recipes, and try to gain customers satisfaction and pleasure.
 - Skills: Customer Service · Microsoft Excel · Communication · Customer Experience · Operations Management
- Barista
 - Aug 2021 - Mar 2022 · 8 mos
 - On-site
 - As a barista I try to make the best cup of drink every time to gain customers satisfaction and to develop the cafe and my self to become the best.
 - Also I take customers orders and try to suggest to them the best drink based on their taste and on from my experience.
 - I make sure the bar and the cafe is clean and if not I clean it.
 - I learned how to use all machines and how to clean it.
 - Learned how to get involved in a team work situations.
 - Skills: Communication · Customer Experience

Training Courses

- **Asset Assessment and assignment in government institution in light of the shift to accrual accounting**
 - **10 Hours**
 - **Associated with University of Jeddah**
- **Fundamentals and principle's in financial accounting part 1**
 - **8 Hours**
 - **Associated with University of Jeddah**
- **Reviewing and Evaluating Performance in Public Agencies in Light of the Shift to Accrual Based Accounting**
 - **11 hours**
 - **Associated with University of Jeddah**
- **fundamentals and principle's in financial accounting part2**
 - **13 Hours**
 - **Associated with University of Jeddah**