



Mdhawi Mohammed Alghouli

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 Riyadh, Riyadh Region

SKILLS

- Team worker
- Data analysis
- Problem Solver
- Economic policy research

EDUCATION

01/2014 - 12/2016

King Saud University |
Riyadh, Riyadh Region
MBA: Economics

- GPA 4.79 out of 5

01/2006 - 11/2011

King Saud University |
Riyadh, Riyadh Region
BBA: Business Administration

- GPA 4.05 Out of 5

LANGUAGES

English

Advanced

Arabic

Native

CERTIFICATIONS

- Total Quality Management.
- Effective leadership and Team Management.
- Financial Management and Accounting.
- Executive Secretary.

PROFESSIONAL SUMMARY

Analytical and motivated individual with keen desire to gain work experience and learn from business analysis team. Knowledgeable about data modelling practices and performing company-wide research projects.

WORK HISTORY

01/2022 - Current

Business Analyst

Tata Consultancy Services | Riyadh, Saudi Arabia

- Documented process flows and implemented requirements for functional improvements.
- Reviewed files, records and historic data to obtain required business information for development requests.

01/2020 - 01/2021

Payable Accountant Intern

Tata Consultancy Services | Riyadh, Riyadh Region

- Processed, verified and reconciled invoices with meticulous eye for detail.
- Balanced reports to submit for approval and verification.

01/2019 - 12/2019

Sales Representative

Extra shop | Riyadh, Riyadh Region

- Presented latest merchandise to prospective buyers.
- Resolved customer concerns promptly to maintain satisfaction.
- Accounted for all inventory and ordered new stock.

01/2018 - 03/2018

Salesman

Insight Marketing Services | Riyadh, Riyadh Region

- Used outstanding product knowledge, sales and customer relations skills to drive substantial profit increases.

05/2013 - 09/2013

Executive Assistant

King Fahad Medical city | Riyadh, Riyadh Region

- Maintained databases and filing systems to boost team efficiency.
- Coordinated events and conferences, offering support with set-up and resources to guarantee smooth operations.

01/2011 - 03/2011

Customer Service Representative Intern

AlRajhi Bank | Riyadh, Riyadh Region

- Dealing with customers needs, selling the bank products and services while ensuring the quality of banking services provided.