



## Objective

Seeking a challenging employment opportunity within a business or organization, whereby applying my strong interpersonal and organizational skills and knowledge towards active growth and development.

---

## Experience

JAN-2021 - Present

(Coffee Branch Manager at Girls Coffee.

- **Coffee Branch Manager Tasks:**  
Scheduling shifts for baristas, problem-solving, monitoring daily expenses, revenues, and ordering supplies like coffee, milk, and snacks, as needed. Evaluate the employees by the end of every day.
- **Accounting:**  
Accountant the clients and take inventory of the income and combine it with the previous income and make a report on the income
- **Customer Service Manager:**  
Supervise the customer service and support staff and set appropriate tasks for them.

## Education

Diploma of Business Management (MBA): GPA 4.22 out of 5.00, Imam Muhammad ibn Saud Islamic University - RIYADH 2019

---

## Languages:

- Arabic
  - English
- 

## Certifications:

- HRS-Riyadh Chamber,2019.
  - The basics of human Resource-Imam University,2018.
  - Electronic Secretariat-Imam University,2018.
  - Editing Letters-Imam University,2018.
  - Leadership and administrative Creativity-Imam University,2018.
  - Marketing and e-Stores-Imam University,2018.
  - Secretarial & office management-Global Pioneers for ning , ( 35 hours),2017.
- 

## Skill:

# Delayel Algharbi

+966532999392  
Delayel.algharbi@gmail.com



- Leadership.
- Communication.
- Problem-Solving and Conflict Management.
- Positive Attitude.
- Attention to Detail.
- Flexibility.

## **Soft skill:**

- Adaptability.
- Creativity.
- Work Ethic.