**Mohamed Htout**

450 Jones St., Apt 407, San Francisco, CA 94102

(415) 290-0846 **∙** [htout.mohamed1@gmail.com](mailto:htout.mohamed1@gmail.com)

Fully Work Authorized **∙** No Visa Sponsorship Required

**PROFESSIONAL SUMMARY**

**Operations Manager** with 3 years of experience in the financial sector and administrative work

Key Skills:

* Financial capital & investment, risk management and business development.
* Financial and managerial accounting.
* Office & resource management.
* Proficient in MS Office (Word, Excel, Powerpoint, Access), Sage.
* Fluent in English, Arabic & Tamazight.

**PROFESSIONAL EXPERIENCE**

**Operations Manager 10/2012 – 09/2015**

Credit Du Maroc, Agadir, Morocco

*Established in Morocco since 1929, with 2.400 employees and more than 800,000 customers*

* Posted an average of 150 bank transactions daily using Sage software amounting to about USD100K
* Devised a system to follow a profile of more than 300 customers and realized 150% of the annual commercial goals
* Managed a team of 2 people, and controlled the transactions of the agency

**ADDITIONAL WORK EXPERIENCE**

**Security Officer 01/2016 – Present**

Allied Universal, San Francisco, California

**Customer Service 11/2015 – 02/2016**

**Safeway**, San Francisco, California

* Customer assistance
* Managed back office by controlling the amount of funds in the checkout points and in the safe

**Software Consultant 08/2011 – 12/2011**

**New Technologies and Services**, Agadir, Morocco.

* Created database for 10 to 15 small and medium companies by transforming their paper work or converting it from Excel to Sage software.
* Trained over 60 customers’ employees to use Sage software by offering group classes and individual practices on the computer.
* Provided after sales servicefor customers that have issues with Sage software or network installation.

**EDUCATION**

**Bachelor’s Degree in Management**  **2012**

**Ibn Zohr University**, Agadir, Morocco

Largest university in Morocco with a student population of 75,000

Thesis: Impact of the internal and external communication in the company RAMSA (Independent multi-service agency Agadir)

**PROFESSIONAL DEVELOPMENT**

**Financial Accounting,** City College of San Francisco, San Francisco, California

2018

**Specialized Technician in Business Management**, Specialized Institute of Applied Technology, Agadir, Morocco 2013

**PROFESSIONAL ASSOCIATIONS**

**Association Tazerzit for Solidarity and Cooperation,** *member since 2014*