

Saiyed Mohammed Saleem



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SUMMARY

I have experience in researching potential opportunities and analysing data to make informed decisions. With a keen knowledge in compiling reports, I have had the responsibility of coordinating between teams and committed to overseeing daily operations. Devoted to offer every customer a positive and memorable experience.

SKILLS

- Office Administration
- Communication Skills
- Customer Service
- Employee Supervision
- Staff Management
- Team Collaboration
- Office Management
- Team Building and Leadership
- Work Planning
- Attention to Detail
- Performance Improvement
- Approachable
- Administrative
- Operations Management
- Deadline Adherence

EXPERIENCE

Admin at Diwan Credit Finance (1 year)

- Handling administrative work including stationery's part
- Perform other duties such as:
- Handling Phone emails and calendar management
- Preparing excel sheet on a daily basis
- Taking care of all front and back-end part
- Completed daily recovery tasks to keep areas clean and neat for maximum productivity
- Built and maintained productive relationships with employees

Cashier at Carrefour, Riyadh, KSA (1 year)

- Cash handling
- Provided excellent customer service by addressing inquiries and resolving issues in a timely and professional manner
- Greeted customers promptly and responded to questions
- Ensured compliance with all safety regulations within the store environment.
- Worked closely with front-end staff to assist customers
- Maintained work area and kept cash drawer organised

Administrator at Carrefour, Dammam, KSA (2 years)

- Managing team
- Collecting reports
- Ensuring that daily operations run smoothly
- Setting up meetings
- Preparing reports
- Providing support in operational activities.

EDUCATION AND TRAINING

Bachelor of Commerce
Savitribai Phule Pune University, Nashik
Still pursuing

High School
The Woods Heritage School, Jhansi

LANGUAGES

Hindi: First Language
Other Languages:
English
Urdu
Arabic