



Mohammed Saleem

Expertise in Operations and Sales

Contact Details

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📍 Electra Street, Abu Dhabi

Technical Skills

- Marketing skills
- Retail sales
- MS Office
- Peoples Management
- Risk and Fraud Investigator
- Decision making
- Multi-tasking

Languages known

- English
- Hindi
- Kannada
- Tulu
- Urdu

Education details

- Malwa Institute of Technology and Management, Indore

MBA (HR and Marketing)
DAVV, Indore
Completed in 2023

- Alvas College, Mangalore

Bachelors in commerce
Mangalore University
Completed in 2017

Profile summary

Experienced and enthusiastic operations analyst with a five years' experience assessing and enhancing business processes for well-known organisations. Providing a track record of successfully studying and analysing company processes and procedures, as well as building and executing business solutions.

Professional Experience

Uber India | SQRC Specialist II

Aug 2021 – June 2024

Key responsibilities:

- Worked on the JIRA tool .
- Perform background checks for all Uber Earners, which include candidate's employment, criminal records, motor vehicle and license record checks.
- Review the legitimacy and accuracy of submitted documents by earners and respond to the case if needed.
- Adjudicating reports of Uber driver-partners .

Vedantu | Senior Academic Counsellor

April 2021 – July 2021

Key responsibilities:

- Initiating sales call to leads.
- Indulge in counselling sessions with parents and child
- Conducting online demo sessions to pitch the company's products.
- Post sales customer support.

Byjus | Sales Operations Associates

Nov 2019 – Dec 2020

Key responsibilities:

- Customer interaction and Leads follow-up.
- Fixing appointments and conducting counselling sessions.
- Demonstration of product portfolio .
- Convert leads into sales.

London Electronic Souk | Sales Manager

Aug 2017– June 2019

Key responsibilities:

- Handling sales team.
- Keeping a track of actual and budgeted sales.