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Lahore Pakistan



Bold Profile

## EDUCATION

BS, Artificial Intelligence  
**University of Management & Technology**, Lahore, Pakistan  
October 2024

Diploma in Higher Education,  
ACCA  
**SKANS Schools of Accountancy**, Lahore, Pakistan  
January 2022

A-Levels, Pre-Engineering  
**Al Noor International school**,  
Riyadh, Saudi Arabia  
January 2019

# MOHAMMED SALEEM

## PROFESSIONAL SUMMARY

AI graduate with expertise in operational excellence, CRM, SEO, and soft services management. Skilled in team supervision, compliance, and customer engagement. Experienced in labor oversight, quality evaluation, procurement, and vendor coordination. Managed soft services operations, including housekeeping, security, and waste management. Proficient in SEO tools and software like MS Excel, PowerPoint, Word, and MS AX-Dynamics. Adept at optimizing operations and driving business growth.

## SKILLS

- Active listening
- Accounting skills (MS AX-Dynamics)
- Coding
- C
- C++
- Customer skills
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- Project Coordination
- Sales Strategy Development

## WORK HISTORY

October 2024 - March 2025

**Wadi Qurtuba - Soft Services Supervisor**, Riyadh

- Supervised and managed labor teams, ensuring efficient work execution and adherence to project timelines.
- Oversaw daily operations ensuring work quality met company standards.
- Prepared and managed project quotations, ensuring accurate cost estimations and budget planning.
- Oversaw inventory procurement, ensuring timely purchasing of materials and supplies for company projects.
- Worked alongside multiple departments to boost efficiency.
- Monitored progress milestones and usage of resources in projects.
- Managed team productivity and workflow to exceed quality standards.
- Enhanced staff abilities by conducting peer-led training sessions on key clinical skills and effective practices.

January 2024 - September 2024

**IBEX - Operational Excellence Assistant**, Lahore, Pakistan

- Managed documentation for operational procedures, ensuring compliance with regulatory standards
- Handled numbers of outbound calls per day
- Identified errors in data entry and related issues, reporting to supervisors for resolution

July 2023 - November 2023

**Yolo Food - Assistant Project Manager Intern**

- Oversaw maintenance and repairs of office facilities and equipment to determine functionality and reliability, managing wear and tear
- Communicated technical information to nontechnical audiences in an easy-to-understand manner, through presentations and product demonstrations
- Expert in CRM and SEO techniques
- Troubleshoot problems and diagnosed system faults
- Kept customers updated on estimated time of arrival by sending notifications or calling them before delivery times
- Answered and responded to all incoming calls regarding transport queries in a prompt and polite manner

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**PERSONAL INFORMATION**

- Date of Birth: 07/28/00
- Driving License: Valid Driving license