



MOHAMMAD SALEETH

- Sales Executive

Personal Details

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Email : saleethmohd30@gmail.com
DOB : 08/06/2000
Gender : Male
Nationality : Indian
Marital Status : Single
Visa Status : Visit Visa

As a motivated and results - oriented Junior Executive with over one year of valuable experience, I am eager to excel in the fiercely competitive market. Dedicated to upholding ethical standards and contributing to a culture of organization. Ready to bring valuable knowledge to support your organization success.

Education

Bachelor of Business Administration

Mangalore University

2018-2021

- Business Management
- Economics and Financial Management
- Business Statistics
- Company Law
- Financial Accounting
- Business Statistics & Mathematics
- Human Resource Management

Diploma in Office Automation

2024

- FUNDAMENTALS WINDOWS, MS-DOS
- MS-WORD, MS-EXCEL, MS-POWERPOINT
- TALLY PRIME

Languages

- English
- Hindi
- Malayalam
- Kannada

Skills

- Communication
- Problem-Solving
- Collaboration
- Time Management
- Multi-Tasking
- Self Motivated
- Quick Learner
- Ability to Adapt

Professional Experience

Junior Executive - Genisys Group - Bangalore, India

Process- Asian Paints Helpdesk - Order Taking

Sept 2022 - Oct 2023

- Where I handle inbound for taking orders : Handling inbound for taking orders refers to the process of managing incoming communications or inquiries from customers who are interested in placing orders for products or services. This typically involves receiving phone calls, emails, or messages from customers who wish to make a purchase, and then facilitating the order placement in a timely and efficient manner.
- Customer handle and solving issue : The process of managing interactions with customers, addressing their inquiries , concerns or needs in a professional and satisfactory manner. It involves various aspects of communication, problem-solving and services provision to ensure a positive customer experience.

Process- Asian Paints Helpdesk - DSS

- A dealer satisfaction survey is a set of questions given to dealers to understand how happy or satisfied they are with a company's products, services and overall relationship. It helps the company improve its offerings based on the feedback received.

Cluckers Restaurant- Maharashtra, India

Junior Manager - 2022(April-July)

- Manage daily operations including opening and closing procedures, billing, inventory control, and cash handling.
- Supervise a team of staff, including servers, cooks.
- Resolve customer complaints and ensure a high level of customer satisfaction.