



CONTACT ME

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EDUCATION

ISRA UNIVERSITY

Doctor of Optometry

Feb, 2017 to Feb, 2020

SKILLS

- Project Management
- Leadership Skills
- Team Building
- Ability to Multitask
- Effective Communication
- Regulatory Compliance
- Policy Development & Implementation
- Team Leadership & Management
- Audit & Compliance Reviews
- Training & Development
- Process Improvement
- Data Analysis & Reporting

LANGUAGES

- English (Fluent)
- Urdu (Fluent)

HOBBIES

- Cricket
- Music

MUHAMMAD SALEEM

TEAM MANAGER |
COMPLIANCE EXECUTIVE

PROFESSIONAL SUMMARY

A highly skilled and detail-oriented Compliance Executive and Team Manager with over 4 years of experience in regulatory compliance, risk management, and leading cross-functional teams. Adept at developing and implementing compliance programs, ensuring adherence to legal and regulatory standards, and fostering a culture of ethical business practices. Demonstrated success in managing teams to achieve organizational goals while mitigating risks.

WORK EXPERIENCE

Servixer LLC

Transcriber Speacilist

APR 2020- MAR 2021

- Listen to recordings and transcribe those recordings to text files and ensure accuracy of the transcribed text.
- Ensure typing skills are honed and remain sharp by completing typing drills on a regular basis

Team Manager (Team Lead)

MAR 2021 - NOV 2021

- Oversee day-to-day operation.
- Coaching and Mentoring, Communicating goals and targets.
- Setting objectives, and Sharing feedback.
- Manage Work from home and work from the office team.
- Collaborate with other departments and stakeholders.
- Maintain up-to-date knowledge of industry.
- Manage team budgets and wages.

Assistant Floor Manager

NOV 2021 - AUG 2023

- Assist the Floor Manager in leading and supervising the floor team.
- Provide guidance and support to team members, fostering a positive and productive work environment.
- Conduct training sessions for new hires and ongoing coaching for existing staff.

Project Manager

AUG 2023 - SEP 2023

- Project Planning
- Resource Allocation
- Communication and compliance
- Quality Control
- Salary and Budget Management
- Client Interaction
- Monitoring Progress
- Evaluation and Improvement

Smart Outsource Solutions

Compliance Executive

FEB 19 - PRESENT

- Developed and maintained compliance programs to meet legal regulations and internal policies.
- Collaborated with teams to address compliance challenges and mitigate risks.
- Prepared detailed reports on compliance activities for senior management.
- Conducted internal audits and data analysis to identify and address compliance risks.