

Mohammad Nawaz Ahmed Shareef

Senior Business Operations Associate

To work in a key role in an organization that constantly challenges me to enhance my skills, knowledge thereby to contribute to the organization.



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Hyderabad



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SKILLS

MS Excel

Powerpoint

MS Office

Power BI

HTML

CSS

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Telugu

Full Professional Proficiency

HOBBIES

Writing Poems/Shayari

Singing

EDUCATION

Bachelor of Technology (Mechanical)

MLR Institute Of Technology(A), Dundigal, Hyderabad.

2017 - 2020

GPA 8

WORK EXPERIENCE

Senior Business Operations Associate

OdinSchool (Greycampus Edu-tech Pvt Ltd)

07/2022 - 12/2023

Hyderabad, India

OdinSchool is an online upskilling school that helps professionals and graduates advance, launch, and change their careers.

Responsibilities:

- Coordinating with credit/NBFC'S partners, creating invoices, handling/resolving issues, fee reconciliations.
- Supervising a team throughout the process, forecasting the collection, and providing timely feedback to the management about the customer interactions.
- Simplifying and implementing processes to enhance the efficiency, ensuring the CRM and the other data platforms are updated on a regular basis.

Business Operations Associate

OdinSchool (Greycampus Edu-tech Pvt Ltd)

03/2022 - 06/2022

Hyderabad, India.

OdinSchool is an online upskilling platform that helps professionals and graduates advance, launch, and change their careers.

Responsibilities:

- Working on the documentation process related to the student admission, Coordinating with the credit/NBFC'S partners for the EMI process of students.
- Keeping a track and record of the payment plans of students and ensuring that payments to be received with in the deadlines.

Inside Sales Associate

OdinSchool (Greycampus Edu-tech Pvt Ltd)

08/2021 - 02/2022

Hyderabad, India.

OdinSchool is an online upskilling platform that helps professionals and graduates advance, launch, and change their careers.

Responsibilities:

- Generating Sales from Leads provided, communicating with prospects and ensuring that the CRM is updated after each activity.
- Achieving sales targets consistently, Providing timely feedback to the management about the customer interactions.

Business Operations Associate

Greycampus Edu-tech Pvt Ltd

11/2020 - 07/2021

Hyderabad, India.

An Edu tech company offering certifications and training boot camps for professional certifications like PMP, Lean six sigma and Agile courses.

Responsibilities:

- Doing research on the competitor's offerings and reporting to the manager for providing competitive prices and offerings. Working at the customer end in resolving concerns, and problems to ensure that services are provided in a professional and timely manner..
- Maintaining data and documentation, finding Instructors. Working with other departments in solving problems and making necessary arrangements according to the customer requirements.