

Contact HR Consultant for CV No: 342389

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

Dear Sir,

I am writing to inquire about possible openings in your organization. I am looking forward to a position offering the opportunity to explore and enhance my professional skills.

I am a **customer service officer** management skills. I am eager experience to your organization.

with excellent analytical and time to contribute my abilities and

Please find enclosed my resume and list of my professional experiences. Feel free to call me at +971567267594, to arrange a time to meet. I look forward to hearing from you.

**Objective:**

Challenging position in a result-oriented company that seeks an ambitious and career conscious person, where acquire skills and education will be utilized toward continued growth and advancement which offer good opportunities and challenging working environment.

**Career Profile:**

* Having more than two years of Customer Support experience.
* Adaptable, confident, reliable and motivated individual with strong time management skills and the ability to work effectively under pressure.
* Ability to work effectively with people at all levels and of diverse personalities and backgrounds

**WORK EXPERIENCE**

JUSTDIAL LTD, Ahmadabad **Dec 2014 till Oct 2015**

Customer Support Executive – Complain Handling.

* Perform complete Complain Handling of customer who having listing in

JUSTDIAL.

* Achieve daily, weekly, monthly and quarterly calling and output target set by the organization.
* Verification of all new listing who have taken new contract in this organization.

**INDIAN INCORP: Oct 2015 to Jan 2017**

SALES ADVISOR – HELPING TO GET REFUND.

* It was bank process in which We have to communicate with common people of uk and we have to help those people to get their money back.
* Interact with UK based clients on weekly basis to discuss the strategies on how to improve the process.
* Setting up the meetings from advisory team who is sitting in Manchester (UK)

***PERSONAL PROFILE***

**Language known** **:** English, Hindi, Gujarati

**Date of Birth** **:** 16thNovember, 1995

***EDUCATIONAL QUALIFICATION***

* Bachelor of Science (B.sc) from Saurashtra University, Gujarat – India 2015/2016
* Diploma In Electronics And Communication From Gujrat Technical University, Gujarat – India 2012/2013