**Ruhi**

Email: ruhi.381485@2freemail.com



**APPLICATION FOR THE POST OF CUSTOMER SERVICE SUPPORT**

Seeking a challenging opportunity in industry for personal and professional growth

CAREER OBJECTIVE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

PROFESSIONAL EXPERIENCE

2009 August to May 2010 (tree house nursery) my duties providing a safe and stimulating environment that facilitates learning. Organizing and supervising play and work activates (for example reading, cooking, music, dancing etc) liaising with parents, careers and professional such as speech therapists and health visitors. Maintaining records.

2010 March to 2011 September UCB brand and my duties included serving cust service and support decision making businesses efficient and improving customer satisfaction in any business the bottom line of work flow was to (1) initiate marketing, (2) process sales, (3) schedule orders and (4) provide support. .

April 2017, till date worked IN [ TALA PROPERTIES AND RESORTS ] as a CRM / Admin, responsibilities of the job include Handling customer and solving the requirements quires answer in calls, taking messages and handling correspondence. Maintaining diaries and arranging appointments. Preparing and collating reports. With filling organizing and servicing meetings (producing agendas and taking minutes) managing databases. Prioritizing workloads.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | TECHNICAL SKILLS |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  | Operating System: | Windows XP, Windows 7, Windows 8.1, Windows 10. |  |
|  |  |  | Business Domain: |  | Banking, Trading, Exporting, Retail Industries, Events and Exhibitions. |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | PERSONAL STRENGTH |  |
|  |  |  |  |  |  |  |  |  |

Easy going and congenial, with a strong sense of responsibility and good team spirit having a wide range of hobbies, including oral English music, movies, travel and literature.

EDUCATION CREDENTIALS

* School- St. Anthony’s High School (SSC PASSED)
* Collage- Anjuman-I-Islam College of Arts & Science (HSC PASSED)
* Major Course- Computer Literate with MS WORD, EXCELL, INTERNET
* Early childhood education (ECE) Certified 1st Class DIPLOMA

|  |  |  |  |
| --- | --- | --- | --- |
|  | Visa | : | Visit |
|  | Date of Birth | : | 10 July |
|  | Nationality | : | Indian |
|  | Languages | : | English, Urdu, Hindi, Gujrati |
|  |  |  |  |

**DECLARATION**

I hereby declare that the information provided above is true to the best of my knowledge.