

# KAVITHA N

Coimbatore, TAMIL NADU, 641110, IN 641110

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+91 73970 37098

To obtain a customer service position where my extensive experience in customer service and communication skills is utilized.

## Work Experience

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### Senior Sales Associate

KG Information Systems Private Limited - Coimbatore, TAMIL NADU, IN  
2015 to 2017

- Attended minimum 100-150 customer calls every day.
- Was a good performer and got high score in scorecard.
- Did work in CRM software
- Experienced in communication with customer or clients very politely.

Saffron International PVT LTD

Customer Support Executive

- Interacted with customers for various issues of the company.
- Experienced to do work in pressure.
- Handled surprise services from customers.
- Attended customer's phone calls every time.

### Customer Service Representative

Bajaj Allianz Life Insurance Corp. Pvt. Ltd - Coimbatore, TAMIL NADU, IN  
2011 to 2013

- Interacted with customers for various issues of the company.
- Experienced to do work in pressure.
- Handled surprise services from customers.
- Attended customer's phone calls every time.

## Education

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### BBM

Bharathiyar University

August 2006

## Skills / IT Skills

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- Skills in corporate field with the experience of customer service executive for last 6 years.
- Experience in to communicate with clients face-to-face or in telephone very politely.
- Solve very critical problems in pressure.

- Maintaining good body language when face-to-face interacts with customers.
- Skills in write, edit, copy in ms-word with other effective computer knowledge. Certified course on Microsoft office (Word, Excel, Power-Point, Access) and experience to handle other computer software. DATE:
- KAVITHA.N