

# Manira R

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[manirarajendran25](#)

Thanjavur

Motivated and detail-oriented customer support professional with over 1.10 years of experience registration and solution delivery processes. Seeking to leverage exceptional communication skills and a proactive approach to join firstsource as a customer support associate. Committed to enhancing customer experiences, streamlining support operations, and delivering effective solutions to ensure customer satisfaction and loyalty.

## Experience

Senior Customer Support Associate

08/2022 - 06/2024

Registration & Solution Delivery

Responsibilities

- Working on behalf of GHX(Global Health Exchange) as a mediator between the supplier and the providers for the US Customers.
- Having Experience on manage service portal and salesforce.
- Create new supplier accounts in Corex system based on client requests and specifications.
- Verify existing accounts for accuracy and completeness, making necessary edits or update as needed.
- Communicate with client via email and salesforce platform to gather requirements and address queries promptly.
- Validate suppliers account details against internal database and client provided information to ensure accuracy and completeness.

## Professional Qualification

MBA (Finance)

2020 - 2022

Bharath College For Science and Management, Thanjavur

- CGPA : 8.5/10

PGDCA

2018 - 2019

Isysway Technologies, Thanjavur

- Grade : A

## Academic Qualification

B.Sc (Mathematics)

2017 - 2020

Bon Secours College for Women, Thanjavur

- CGPA : 8/10

HSC

2016 - 2017

Maxwell Matric Hr Sec School, Thanjavur

- Percentage : 67.91%

Skills

- Excellent Organizational and multitasking abilities.
- Excellent attention to detail and accuracy.
- Strong problem solving skill and analytical thinking
- Analyzing issues to identify root causes.

Personal Details

Father Name : N. Rajendran

Date Of Birth : 07-04-2000

Gender : Female

Marital Status: Unmarried

Nationality : Indian

Language : English, Tamil, Hindi