

# Mehmet Emre Toktay

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## Employment

**Teleperformance/Google(Dedicated) -- Business Intelligence Specialist** (remote)

APRIL 2021 - DECEMBER 2022

- Automatize tracking systems required for the operation, primarily through Google Sheets (for mid level management)
- Preparing dashboards according to operation requirements in Crm programs which was allow the use of SQL language
- Gathering, interpreting, combining scattered data from more than one Crm and data warehouse (unlinked) programs in one place and creating pages to visualize it (Google Data Studio) (Base, mid and top level management pages)
- Google analytics usage
- Following general KPIs and if deemed necessary making statistical analyzes, crossing, comparing and looking data from wide perspective
- Preparing presentations about the general state of the operation for our customer
- Examining the problems in detail by using lean six sigma and other methodologies, presenting solution steps and assisting the improvement process.

**Reference:** Emre Balci - Operation Manager/Teleperformance

**Teleperformance/Lenovo(Dedicated) – CX Lead, Key Account Specialist** (office/remote due covid)

SEPTEMBER 2019 – APRIL 2021

- As a dedicated BPO key account specialist; I analyze the insight of our global client's customers' requirements for Turkish market to improve our client's after sale customer reputation in Turkey. As a result of that, I require to work both in B2B and B2C side of the operations. As a Customer Experience Specialist, I am responsible for:
- Taking personal or general, short and long term agile actions according to the feedbacks and surveys from customers
- Providing proactive measures or changes with incoming feedback analysis o Perceiving instantly intensifies problems and notify the relevant units for action. Providing follow-up and speed up the process with feedback.
- Initiate a general CX culture o Seeing the given service as a whole, making and implementing plans about this process (such as creating a detailed process map, finding delays and cumbersome processes in the process or creating a yearly road map)
- Long-term data analysis and making improvements and adjustments (such as finding root causes over 6month from Dsat scores and making corrections with the pareto principle)
- To provide insights by detailed analysis of the data coming from the feedback (such as correlation relations control or variance control)
- Accepting the customer experience not as a department but as a culture and to reflect this at every relevant contact point (such as Şikayetvar.com, complaint management, positive feedback, product develop, UX etc)

**Reference:** Dasa Molnarova - EMEA Customer Experience Manager/Lenovo

## **DataDuck / Support Team Turkey Coordinator (St. Petersburg)**

JULY 2017 – SEPTEMBER 2019

-We provide the continuity of the support unit with the remote working team (7 people) in the support unit of the company. The company is headquartered in Russia there is only support department for Turkey due to this fact I did much more than regular coordinator.

-I have written some articles and done some tasks to my team. (Customer complaint management, how to say no to customers, how to reject clients in the most polite way ?, Initiative is a key to success etc.)

-As the company policy, the coordinators in the team were given limited autonomy. I used this chance as a try to apply 360-degree customer satisfaction and tried to improve customer satisfaction with CRM software, which is provided by the company.

-I collaborate with Online reputation, business management and human resources department found employee candidate to establishment of the team's newly created Philippines also I found and trained new employees for Turkey Geo.

-Quality control

-Improvements

-Follow up and statistical data interpretation.

**Reference:** Sergey Alkasarov – Head of Customer Services/Dataduck

## **Education**

Istanbul Arel University -- Master's with thesis, MBA (Istanbul)  
2019 – 2022

Thesis: LEAN SIX SIGMA AND IMPLEMENTATION OF SERVICE SECTOR

Istanbul University -- Master's degree, Statistics (Istanbul) (suspend)  
2018 - 2019

Akdeniz University -- Tourism Management (Antalya)  
2009 – 2018

## **CERTIFICATE**

Lean Six Sigma Black Belt, CSSC

Data Analytics for LSS Certification, University of Amsterdam

Data Scientist, Udacity

Programming for Data Science with Python, Udacity

Lean Six Sigma Green Belt, COPC