

YELITA SURVE

CUSTOMER SUPPORT EXECUTIVE

PHONE | (+91) 8779280634
EMAIL | 2002yelita@gmail.com
LOCATION | Mumbai, INDIA
EXPERIENCE | 0 Year 6 Months

Key Skills

- Chat
- Data Entry
- Back Office
- Email
- Excel
- Word
- Outlook
- MS Office Word
- HLOOKUP
- PowerPoint
- VLOOKUP
- Tally ERP
- Advanced Excel
- Customer Care
- Backend
- Operations
- Data Entry Operation
- MS Office
- Computer Operating
- Back Office Operations

Languages

Profile Summary

seeking a position in a company where I can launch my career and build a valuable skill set. I want to enhance my skills eventually contributing to company's goodwill and growth

Work Experience

Customer Support Executive

MSIT IT SERVICE

04/2022 - 06/2022

I used to handle and resolve customer queries on email and rarely on calls pertaining to their issues related to their fueling card of Reliance

Customer Service Executive

Concentrix

07/2023 - 03/2024

Customer Service Executive

Teleperformance (TP)

04/2024 - Present

Education

12th

2019

Maharashtra , English

Grade - 55-59.9%

- English
- Hindi
- Marathi

Hobbies

- SingingListening Music
Internet Surfing.