

Parmendra Pradeepsingh Rajput

Customer Support Representative

I have 3+ year of experience as a customer support Representative and learn many new Skills at my current job. I have a very good knowledge of ms Office and excel. Highly motivated and leadership skills, having Bachelor of commerce degree.



✉ rajputparmendra20@gmail.com

📍 Gujarat, India

📞 7575033112

WORK EXPERIENCE

Customer Support Representative

Hi-Tech Isolutions LLP

12/2018 - Present,
Gujarat

Ahmadabad,

Hitech is an Integrated Engineering Consulting and Business Process. Solutions organization specializing in process improvement and optimization.

Achievements/projects

- IA-sales order processing
- RKD approvals
- Maintenance PO
- INSERTION IMAGES
- IA-ART PROCESSING
- IA-CSPS
- IA-PAPER RECEIVING
- Entered customer interaction detail IBM Lotus Notes & citrix to Track request, document problems and record solutions offered.
- Entered orders into IBM & CITRIX computer database system.
- Answered average 50 emails per day, addressing customer inquire and solving problems.
- Responded to customer requests, offering excellent support and tailored recommendations to address needed.

Customer Support Representative

LANDMARK AUTOMOBILES PVT.LTD

09/2017 -11/2018, Ahmadabad, Gujarat

- BRAND-JEEP
- RESPONSIBILITY – TO SLOVE CUSTOMER PROBLEM REGARDING SALES.

EDUCATION

Courses

- Bachelor of commerce

Gujarat University

Date-03/11-03/19

ACHIEVEMENTS

Star of the month Award (2020)

Contribution as a team member of CSPS project team at Hi-Tech.

CERTIFICATES

Lean six sigma yellow belt

(2020) Anexas Europe

LANGUAGE

➤ **English**
Professional working proficiency

➤ **Hindi**

Full professional proficiency

➤ **Gujarati**

Full professional proficiency

SKILLS

- Proficient In Microsoft Office Excel, Word, And PowerPoint.
- Excellent email and Technical Report Writing Skills
- Project Management and Leadership Skills
- Honesty, Integrity, Morality, Adaptability, Planning, Organizing and
- Self-Motivated skills

