

Sarvan Poudyal

Contact

Phone: 8132026024

Address: Maram, Manipur 795015

Email:

sarbanpoudel72@gmail.com

Education

High School: Don Bosco Higher Secondary School, Maram (2019)

+2 (Commerce): Don Bosco Higher Secondary School, Maram (2021)

Graduation: BCA, Don Bosco College (Autonomous), Maram (2024)

Key Skills

- Excellent communication skills (verbal and written)
- Proficient in multiple languages (if applicable)
- Strong problem-solving abilities
- Customer-focused approach
- Ability to work in a team environment
- Adherence to service level agreements

Objective

A motivated and customer-focused individual seeking to join as a Customer Support Specialist. Eager to leverage strong communication skills and a proactive attitude to provide exceptional support and enhance the experience.

Experience

- Proficient in MS Office (Word, Excel, PowerPoint) and other software tools
- Completed academic projects and assignments, showcasing problem-solving and analytical skills
- Participated in internships and training programs, enhancing computer applications and software development skills
- Developed strong communication and teamwork skills through group projects and presentations

Strengths

- **Effective Communication:** Clear and concise in addressing seller inquiries.
- **Problem-solving:** Quick to identify and resolve issues.
- **Customer Focus:** Committed to enhancing seller satisfaction.
- **Proactive:** Eager to learn and take initiative.
- **Team Player:** Collaborative and supportive in team settings.

Future Perspective

- Utilize skills to provide exceptional support to business partners.
- Committed to continuous learning and improvement.
- Aim to contribute to the organization's growth and success.
- Aspire to build a long-term career in customer support and operations management.