

Suraj Rajput

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Jind, Haryana, India

CUSTOMER SUPPORT ASSOCIATE

Seeking an educating and challenging role in a suitable environment , to build a career in a progressive organization that will provide me exiting opportunities to learn more and utilize my skills. My key strength is my ability to work hard to serve the best and to keep my organization name.

SKILLS

Problem Solving

Teamwork

Excellent communication skills

Microsoft office

Technical Knowledge

Learning

PROFESSIONAL EXPERIENCE

Tech Mahindra Limited

March 2023 - Present

Customer Support Associate -(Noida)

- Voice Process - Resolve customer queries about banking process with excellent communication, problem solving skills and Patience.

SNP Technologies Private Limited

Nov 2022 - Jan 2023

Front Office Attendent -(Gurugram)

- Organize office and assist associates.
- Create and update records ensuring accuracy and validity of information.
- Schedule and plan meetings and appointments. Monitor level of supplies and handle shortages.

AN Construction Company

July 2020 - Jan 2022

Accountant -(Jind)

- Managing all financial transactions, making reports and bank reconciliation.
- Follow-ups with parties, Customer Dealing and Plan meetings and appointments.

EDUCATION & CERTIFICATIONS

Master's of Computer Application

Majors: Computer Application

Choudhary Ranbir Singh University

Bachelor's of Computer Application

Majors: Computer Application

Government Post Graduation College

HOBBIES

Watching Movies and Web-Series

Meditation

Programming