

# Geetha S

9894026115

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2/402,Nettavellan kadu,Palladam road,Mangalam, Tiruppur, 641663 (IN)

## PROFESSIONAL SUMMARY

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- *Customer-oriented and self-motivated receptionist with 2+ years of experience in customer support. Proficient in MS Office. Thorough and attention to detail in daily professional matters.* Handled up to 50 calls daily, with duties including helping customers sign up and retrieving customer data.

## EMPLOYMENT HISTORY

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**Customer Care Executive, Xiaomi. Tiruppur, Tamilnadu**  
Sep. 2017 - Mar. 2020

- Handle Customers
- Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.
- Contact customers to respond to inquiries or to notify them of claim investigation results or any planned adjustments.
- Determine charges for services requested, collect deposits or payments, or arrange for billing.

## EDUCATION

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**Angel college of engineering and technology, Tiruppur, Tamilnadu**  
BE, Computer science and engineering, Jul. 2017

**Government higher secondary school, Tiruppur, Tamilnadu**  
12th Standard, May. 2013

**Government higher secondary school, Tiruppur, Tamilnadu**  
10th standard, May. 2011

## SKILLS

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<b>Customer Handling</b>	Expert
<b>Accounting</b>	Experienced
<b>Stock Management</b>	Expert
<b>Teamwork</b>	Expert
<b>Computer knowledge</b>	Expert
<b>MS office</b>	Expert