

Satya Sahu

Process Executive 1



1 Year 5 Months



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Profile Summary

Hi Team, I'm Satya from Bhilai, I have completed my graduation in B.com (Computer Application) and have strong experienced as chat support executive, e-mail support executive, and Customer support executive at Techno Task business solutions, Talent Sourcer at SGS consultancy . I'm looking for JOB IN BHILAI, RAIPUR, & INDORE LOCATION ALSO WFH OPPORTUNITY.



Education

B.Com, 2023

DURG UNIVERSITY



Work Experience

Dec 2023 - Present

Process Executive 1

Patra Corp

- Processed insurance certificates according to client specifications and endorsements.

Jun 2023 - Sep 2023

Talent Sourcing Recruiter

Software Galaxy Systems (SGS Consulting)

- Actively sourced profiles for leading technology clients such as AMD, Intel, and Meta to fulfill specific job requisitions.

- Customized recruitment strategies to align with the requirements of technology industry giants like AMD, Intel, and Meta.

Mar 2023 - Jun 2023

Chat Process Executive & Email support Executive

Technotask Business Solutions

- Simultaneously engaging with two customers through live chat, ensuring timely response and resolution



Key skills

- Typing
- Excel
- MS Office
- tally prime
- Chat Process
- Customer Service
- Sourcing Profiles
- File Manager
- Email Process
- CSR
- Endorsement
- Epic



Personal Information

City **Bhilai**

Country **INDIA**



Languages

- Hindi
- English



Social links

<https://www.linkedin.com/in/satya-sahu-9a28a4233?>

utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app

- Providing up-to-date information and product status to customers through email support

Nov 2021 - Jan 2023

Customer Support Executive

Santosh Organic Farmer's

Managing stock details, Billing, customer queries,satisfaction.