Dear Hiring Manager,

I am excited to submit my application for Customer service Executive at Land mark Group. With over two years of experience in customer support, I believe that my skills and expertise would be a great asset to your team.

In my previous role at KVR motors, I have developed a strong proficiency in managing customers, scheduling appointments, and organizing meetings. I have also gained expertise in handling confidential information, preparing reports, and managing communication with both internal and external stakeholders.

My ability to multitask and prioritize projects has allowed me to successfully manage multiple projects simultaneously while maintaining a high level of attention to detail. I am proficient in Microsoft Office Suite, Google Suite, and various other software programs used for managing tasks.

I am confident that my strong communication and interpersonal skills, coupled with my ability to adapt to new environments, would enable me to work effectively with your team and provide exceptional customer support to your organization.

I am excited about the opportunity to contribute my skills to the team and look forward to discussing my qualifications with you further. Thank you for considering my application.

Sincerely,

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