



PONPANDI A

DETAILS

Contact

Ayyan Nagar, Tirupur, 641687, India
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Nationality

Indian

Date / Place of birth

26/03/2005
Usilampatti

PROFILE

Committed to utilizing my skills to further the mission of a company.

Hardworking College Student seeking employment.

Dedicated Customer Service Representative dedicated to providing quality care for ultimate customer satisfaction.

Proven ability to establish and maintain excellent communication and relationships with clients.

Adept in general accounting and finance transactions.

Dedicated to identifying customer needs and delivering effective solutions to all problems.

Excellent time management skills combined with a superior knowledge of the customer service industry.

EMPLOYMENT HISTORY

Web developer, Coimbatore

JUNE 2024 – JUNE 2025

Greeted customers in a friendly and professional manner

Handled customer complaints calmly and professionally, resolving customer issues in a timely manner

Created reports and documents as requested by the office manager

EDUCATION

Basic computer science, Bharathiar University, Tiruppur

SKILLS

Computer Skills

Microsoft Office Word