

CURRICULAM VITAE

RAJASEKARAN.V

NO: 9/3, Magshwari Nagar 3rd Street, Hasthinapuram, Chennai-64

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Career Profile:

A highly dynamic, talented and professional **Senior Executive – Customer support** support with more than **4** of experience in the mentioned field. Seeking an opportunity to work as Customer Executive or Sales Executive to utilize my skills and knowledge in a renowned organization.

Professional strengths:

- Excellent in providing customer services
- Strong selling skill
- Ability to convince the customer and resolving issues.
- Experienced in preparing reports and documentation.
- Excellent computer skills.

Computer Proficiency:

- C, C++ Programming
- Operating System
- Visual Basic.
- MS Office.
- Diploma in Computer Application.

Professional Experience:

M/S Velciti Consulting Engineers Pvt Ltd, Velachery.

Senior Executive – Customer Support

Oct 2012 to till date.

- Involved in Non-Voice operations – customer & clients queries and complaints handled through emails and letters.
- Interacting with company's clients & customers to provide them with information to address inquiries regarding products.
- Resolving any clients & customer complaints.
- Maintains the report of customer satisfaction.
- Receiving, working on, sending out status reports on a daily basis to Managers.

M/S Indu Projects Pvt Ltd, Chennai

Assistant - Stores.

Jan 2012 to Oct 20 2012.

- Responsible for all stores materials and issues materials.
- Assisting for all stores works.
- Prepare the purchase orders and procure the materials

- Monthly enter the issues and prepare MRN'S using visual FoxPro

Educational Summary:

- B.Sc Computer science (66%) from University of Madras, Tamilnadu

Personal Details

Date of Birth: 15July 1991

Linguistic Proficiency: English,Tamil

Father Name: A. Venkatesan

Martial Status: UN married

Reference:

Will be available upon request