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|  |  | chirantan swain |
| Profile Organized and skilled customer support executive with skills in responding to customer queries and clearing their doubts on various issues related to the services offered. Seeking a position in a renowned organization where I can leverage my skills in customer correspondence, problem solving, reporting, and documentation while contributing to my growth. Contact PHONE:  9650316496  WEBSITE:  <https://about.me/chirantan_swain>  EMAIL:  [pinkun.jobs@gmail.com](mailto:pinkun.jobs@gmail.com) Hobbies Book Reading  Music & Movies  Travelling CERTIFICATIONS: 1: Meta Certified Digital Marketing Associate  2: Amazon certified Amazon Sponsored Ninja (Rank 2 out of 9000) |  | EDUCATION[Utkal University (Bhubaneswar, Odisha] [June 2012] [Bachelor of Computer Application]WORK EXPERIENCE1: [Fiverr International Ltd][Freelancer] [Dec 2019-Jan 2023] Business Consultant (Amazon Sellers) 2: [Concentrix Daksh Services India Pvt. Ltd.][Sr. Email Customer Support] [Apr, 2017-Dec 2019]   1. Answering questions about a company's products or services. 2. Processing orders and transactions. 3. Resolving issues and troubleshooting customer problems.  **SKILLS** MS Office  Internet marketing  Search engine optimization (SEO)  Google ads  Copywriting  Excellent Communication (English) |