sanjai



Summary

I am hardworking and deticated individual with experience in customer service and administration.

Education

· Bachelor of arts and science-university of madras(2014-2019)

Work experience

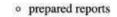
· customer service representative-ASD inc

june 2014-may 2019

- o answered customer queries
- o resolved customer complitants
- o maintained customers records
- · adminstrative assistant-red crop

june 2022-2024

- o assisted meetings
- o managed incoming and outgoing mail
- o prepared reports



skills

- customer service:7
- · microsoft office suite:9
- organizational skill:9

Awards and certificates

· employee of the month-ADF inc.(may 2019)

others contact me My hobby

@ 2018 gandlaf