

sanjai



Summary

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

Education

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

- customer service representative-ASD inc

june 2014-may 2019

- answered customer queries
- resolved customer complaints
- maintained customers records

- administrative assistant-red crop

june 2022-2024

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

- prepared reports
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skills

- customer service:7
 - microsoft office suite:9
 - organizational skill:9
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Awards and certificates

- employee of the month-ADF inc.(may 2019)
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others [contact me](#)
[My hobby](#)

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