



JASWINDER KAUR

Customer Service Executive

Able to respond to customer inquiries in a professional and knowledgeable manner, maintain customer records, and provide customer support to ensure customer satisfaction with the experience of **2+ years**. Proven track record of exceeding targets and delivering results.

Contact



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/ jaswinder-kaur-28628a208



Al Taawun, Sharjah, UAE

Education

B.C.A.

Swami Vivekanand Group of Institute
2016-2019
Rajpura, Patiala, India

12th

Govt. Senior Secondary School
2011-2013
Arni Wala, Fazilka, India

Skills

Attention to detail



Communication



Teamwork



Customer Service



Adaptability



Experience

Receptionist & Front Desk

Datadriven Information Technology | UAE 2023 - 2024

- Reliable and enthusiastic with experience in reception and customer service areas.
- Skilled customer engagement, problem solving, and various software operations.
- Known for remaining poised and calm in busy environments.
- Results-driven with solid administrative and financial management skills.

Customer Support Representative

Competent Synergies Pvt. Ltd. | India 2020 - 2023

- Answer incoming calls from potential customers and gather information
- Identify customer needs and provide solutions
- Present, promote and sell products/services using solid arguments
- Maintain records of customer interactions and transactions
- Provide accurate, valid and complete information by using the right methods/tools
- Keep up to date with product and pricing information
- Follow communication procedures, guidelines and policies

Language

Punjabi



English



Hindi



Declaration

I certify that the information provided in this resume is true and accurate to the best of my knowledge.