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Date of issue - 23/12/2014

Date of expiry - 22/12/2024

Visa status : Visit Visa

Profile:

Career Objective

“Intend to establish myself as a Professional in a reputed company where i can utilize my experience and skills effectively for the organization and improve my personal caliber”.

Professional Strengths

Dynamic, Energetic, and enthusiastic with five year's work experience in accounts. Adept at driving growth of company goals. Responsible for recording analyzing and reporting business transactions.

Strengths

- Customer service
- Listening and Quick learning skill.
- Problem solving
- Team player.
- Good Analytical skills.
- Multi-tasking
- Flexible and adaptable to the new environment.

Educational Qualifications

Bachelor of Commerce (B.com)

Kerala University, India

Professional Experience (3 years)

Worked as **Customer Service Assistant** in **Waitrose Abudhabi (Fine Fare Food Market LLC)**(From February 2016 to March 2019) .

Computer Skills

- SAP
- Tally ERP 9
- Peachtree
- Ms Word, Excel,
- Outlook

Personal Details

Date of Birth

03rd nov 1991

Gender

Male

Nationality

Indian

Marital status

Single

Languages

English, Hindi & Malayalam,

Interests

Traveling, Driving, Reading
Magazines

Work Description

- Listen and respond to customers' needs and concerns
- Provide information about products and services
- Take orders, determine charges, and oversee billing or payments
- Handle returns or complaints
- Record details of customer contacts and actions taken
- Research answers or solutions as needed
- Refer customers to supervisors, managers, or others who can help
- Recommends potential products or services to management by collecting customer information and analyzing customer needs.
- Prepares product or service reports by collecting and analyzing customer information.
- Contributes to team effort by accomplishing related results as needed.

Declaration

The above information is true and correct to the best of my knowledge and trust that my qualification will meet your consideration.

Kiran.k