



## AKHIL RS

### Executive Customer Service

#### About Me

Detailed-oriented receptionist with four years of experience in Customer Service. Efficient in performing the administrative and front-desk task

#### Contact

**Address:**

Kingstone Tower, Al Nakheel  
Ajman- UAE

**Mobile:**

0566392261

**Email:**

akhilrs987@gmail.com

#### Languages

English

Hindi

Tamil

malayalam

#### Work Experience

**Executive- Customer Service**

**ANH Medical Centre**

Kerala (Jan 2020- March 2022) ~ 2 year

- Greeting and welcoming patients
- Scheduling appointments
- Processing billing and payments
- Attending telephones and answering patient enquiries

**Customer Service- Executive**

**Alpha Tech Solution**

kerala (Jan 2018- Nov 2019) ~ 2 year

- Welcoming and inviting each customer to the center
- Managing calls and providing support to the customers
- Answering every service related enquiries

#### Education Qualification

Diploma in Quality Control & Quality Assurance ( 2017 )

Diploma in Mechanical Engineering ( 2013 - 2017 )

#### Computer Skills

- Windows Operating System
- Microsoft Excel
- Microsoft Word
- Photoshop
- Auto cad

#### passport Details

Passport no	:	P 1602165
Date of issue	:	30-11-2016
Date of expiry	:	29-11-2026
Visa status	:	Visiting