



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:

akhilryes@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

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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