

JINCY SAMEER

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Career Objective

A suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encourage and permitted to be an active participant as well vital contribute on development of the company.

Personal details

- DOB - 12/08/1983
- Nationality - Indian
- Marital status - Married
- Languages - English, Malayalam
- Visa status - Husband Visa

Work Experience

Prestige Line Passenger Transport
Feb 2021 - Aug 2022

Customer Service Officer

- Receiving and placing customer service telephone calls
- Maintaining solid customer relationships by handling questions and concerns with speed and professionalism
- Resolving customer complaints, managing database records, drafting status reports on customer service issues
- Data entry and research as required to troubleshoot customer problems.

Education

April - 2007
Calicut University

Master of Computer Application

September - 2004
St. Joseph's College

Bsc. Mathematics

March - 2001
S.N Higher Secondary School

HSC

March - 1999
O.L.F.G.H.S

SSLC

Strengths

- Excellent interpersonal & communication skills
- Highly creative & flexible
- Excellent analytical skills
- Ability to work as a team
- Highly skilled in customer service
- Excellent organizational & time management skill
- Skilled in multitasking
- Ability to work under pressure

Skills

- SQL
- Excellent proficiency in English (Written & Oral)
- MS Office - Word, Excel, Outlook, Powerpoint