|  |  |
| --- | --- |
| Receiver | (123) 456 7890 |
| Open envelope | email@email.com |
| Map with pin | 123 Street, Any City |

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Capable and experienced customer service executive. Well-versed in problem-solving, managing product training, and acting as a go-between for customers and industries. Ready to guarantee customers are always happy with services and products, resulting in increased company profits and greater reputation.

AAA

MS Office

2016-2019

American Hotel Association

Certified Customer Services Agent

2012-2015

TUKKIES

Diploma in Office Management

SKILLS

CUSTOMER SERVICES EXECUTIVE MEDIHELP

* Identifying and addressing customer needs, aiming for total client satisfaction.
* Providing expert answers to queries regarding pricing, products, and availability and explaining the value of services and products to customers.

2010-2011

CUSTOMER SERVICES EXECUTIVE

THRIFTY CAR RENTAL

* Responding quickly to customer queries about orders, quotes, status requests, product returns, complaints, and warranties.
* Keeping daily recordings

CUSTOMER SERVICES EXECUTIVE UNILEVER

* Constantly building up knowledge concerning company services and products.
* Building reliability with customers by engaging with them in an amicable, friendly, and professional manner,

2016-2019

WORK EXPERIENCE

2014-2015

2019-2019

EDUCATION

CONTACT

PROFILE

Customer Services Executive

MARY J. SEARING

