



# KAMINI TEJPAL

COSTUMER SERVICES EXECUTIVE  
BACK OFFICE/SALES

+971-561076152

kaminipuri786786@gmail.com

DUBAI, UAE

## PERSONAL INFO

- Date of birth : 23 ,Sep 1996
- Gender : Female
- Civil Status : unmarried
- Nationality : Indian

## EDUCATION

### Associate of Arts

2014 - 2017

**Punjab University, Chandigarh India**

### High School Diploma

2013 - 2014

**SDPSr SecSchool Punjab, INDIA**

## SKILLS

- Public Speaking
- Problem Solving
- Friendly, Positive Attitude
- Team Work & Collaboration
- Customer Serving Skill
- Front Desk & Reception Duties
- Customer Service Excellence
- Sales & Upselling Techniques

## LANGUAGE

English  
Hindi  
Punjabi

## SUMMARY

I am an Enthusiastic and Dedicated customer service professional with proven track record in delivering exceptional support at renowned organizations. My passion for helping others drives me to create positive experience for clients and colleagues alike. I am eager to bring my skills and commitment to your team, contributing to a culture of outstanding services

## WORK EXPERIENCE

### Costumer service and sale / jazz rockers institute

2022-2024

- Greet customers and visitors with a friendly, professional demeanor,
- Customer relationship management (CRM) software proficiency
- Team collaboration and individual performance
- Provide detailed product/service information, handle inquiries, and resolve complaints quickly and effectively.
- Upsell services and promotions,
- Process payments, issue receipts, and reconcile daily sales reports.
- Schedule appointments and follow up with clients via phone and email

### TEAM MEMBER | Emirates Flight Catering | Dubai, UAE

2019-2022

- Fetching PAXLOADS from Mac System for Preparing Catering Items.
- Preparing Attendance Charts & Logistics Checklists for Department.

### CASHIER | Western Union | India

2018-2019

- Billing
- Maintaining Transaction receipts

### Sales Person | Waheguru Mini Mart | India

2014-2018

- Billing
- Customer Care Services

## DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.