

Rashmi PA

0569760434 | Abushagara, Sharjah | rashmirosh98@gmail.com

Personal information

- Nationality: Indian
- Religion: Christian
- Gender: Female
- Place: Sharjah
- Date of birth: 13/10/1998
- Marital status: Married

Education

St. Agnes college mangaluru 2017-2019

BA- (OPM, secretarial practice)
68%

Mundaje PU college 2016-2017

Commerce
77%

Mundaje High School 2014-2016

Skills

Excel

Ms office

Typing

Letter drafting

Activities

- Watching movies
- Cooking
- Reading books

Objective

Dedicated customer service representative with 3 years of experience in providing exceptional support and resolving customer issues promptly and effective communication. Seeking a role in a customer-focused company where I can utilize my skills to enhance customer satisfaction and retention.

Language

- English
- Hindi
- Malayalam
- Tamil

Experience

Relyon softech Limited - Bangalore , India

Technical support officer

2019 - 2021

.Install and configure computer hardware operating systems and application

. Monitor and maintain computer systems and network

.Troubleshoot systems and network problems diagnosing and solving hardware or software problems

Indigo Airlines - Bangalore , India

Ground staff

2021 - 2022

.Check-in passengers issues, boarding passes and manage seat assignments

.Handle passenger enquiries and resolve the travel related issues

.Maintain high level of customer service and professionalism at all times

Souq al Mubarak - Sharjah , UAE

Admin cum front office

2022 - 2024

.Answering calls

. Greeting visitors

. Managing office tasks

.Handling mail and deliveries

.Managing enquiries

Maintaining office records and databases

Volunteer

Volunteer in National Service Scheme at st.agnes college Manglore