

RAJESH YADAV

OFFICE ASSISTANT / CUSTOMER
SERVICE



CONTACT

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- Al Satwa , Dubai

SUMMARY

A Customer Service is the first person most customers communicate with when they have a problem. The Customer Service Representative must handle complaints, provide appropriate solutions for customers, and follow up to resolve any issues their customers. An Office Assistant's responsibilities include taking calls from customers and delivering messages while also using basic office equipment like faxes or scanners. They help maintain files to keep track of important documents, organize travel arrangements, manage supply inventory and perform data entry as required

SKILLS

- Ability to find the positive in any situation
- Time-management skills
- Multitasking and organizational skills
- Attentiveness and patience
- Complaint handling
- Effective Communication

EDUCATION

Secondary
shree Ram Bati jagdev
janta secondary school
Mahottari, Nepal

WORKING EXPERIENCE

- OFFICE ASSISTANT** 2022 to 2023
Sita place hotel pvt. Ltd
 - Keeping an inventory of office supplies and ordering new materials as needed
 - Maintaining files
 - Welcoming visitors to your office
 - Taking and delivering messages
 - Ensuring the office runs smoothly

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Languages experience

Hindi : Flaunt

English : Elementary

Nepali : Flaunt