

kiran ahmed

experienced in customer service and admin

W: <http://www.worky.com/kiran-ahmed>

Highly motivated customer service professional with 3 years of experience both face to face and within call centre operations including inbound and outbound call handling.

- Talent for identifying customer needs and presenting appropriate company products and service offerings.
- Ability to gain customer trust exceptional follow-up service leading to increase repeat and referral business.
- Trade record of assisting in the design an implementation of reporting procedures that help customer satisfaction ratings.
- Expertise in resolving customer service issues whilst remaining professional at all times.
- Proficient with computer systems.

Skills profile

Exceptional customer service, good communicator. Excellent negotiator, polite telephone manner, assertive & responsible, excellent team player, budgeting/record-keeping, problem solving, trustworthy and reliable

my ambitions is to succeed in life move up in my career step up at a time.

Professional Experience

2010 - 2010

security - secretry

working part of a security firm handling all the papers dealing with all the security guards. keeping upto date with all the applications, crb checked, license upto date.and sorting out time sheets each weak ect.

Education and Qualifications

College Level -
