

# ARUN KUMAR SINGH

## CUSTOMER CARE EXECUTIVE

PHONE | (+91) 9555791240  
EMAIL | arun.kumarsingh210198@gmail.com  
LOCATION | New Delhi, INDIA  
EXPERIENCE | 1 Year 2 Months

### Key Skills

- Customer Handling
- Inbound Customer Service
- Solving Queries
- Customer Service
- Backend Operations
- Customer Management
- After Sales Service
- Customer Queries
- Inbound Calls
- Inbound Process
- Inbound Voice Process
- Bpo Customer Service
- Operations
- Outbound Process
- Operations Executive
- Itinerary

### Certification

- FEA Graduate

### Languages

- English

### Profile Summary

With a strong background as a customer care executive and operational executive, I excel in delivering high-quality customer service, resolving queries, creating itineraries, managing trips, and handling financial transactions. I possess excellent communication skills, thrive as a team player, excel at multitasking, and am self-motivated. My expertise lies in providing outstanding customer support and ensuring seamless operational processes.

### Work Experience

#### Customer Care Executive

Square ring enterprises  
10/2022 - 09/2023

I am responsible for handling customer queries solving problems customer support Handle customer inquiries via email and chat, giving prompt answers to customer questions. Provide knowledgeable help to customers and go the extra mile in providing the correct details to customer queries.

### Education

#### B.Sc - Computers

2023

shubharti university

#### 12th

2019

- Hindi

CBSE , English  
Grade - 60-64.9%

## Hobbies

- Playing Cricket
- Travelling
- Gym Workout

**|** 10th  
2017

CBSE , English  
Grade - 90-94.9%

## DOB

- Date Of Birth  
16/10/2001