

KAMINI TEJPAL

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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 drive 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.

SKILLS

Public Speaking

Friendly, Positive Attitude

Customer Serving Skill

Problem Solving

Team Work & Collaboration

EXPERIENCE

- APRIL 2022-NOVEMBER 2024

ADMIN/RECEPTIONIST & SALES | Jazz Rockers Kids' Amusement Arcade | Dubai

 - Serving as the primary point of contact for sta as well as answering questions related to o ce operations.
 - Providing necessary support by screening and routing mail or telephone calls, and forwarding them to the concerned department for quick resolutions of customer issues.
 - Preparing reports by gathering, summarizing data using appropriate software.
- MAY 2019-FEBRUARY 2022

TEAM MEMBER | Emirates Flight Catering | Dubai, UAE

 - Fetching PAXLOADS from Mac System for Preparing Catering Items.
 - Preparing Attendance Charts & Logistics Checklists for Department.
- OCTOBER 2018-MARCH 2019

CASHIER | Western Union | India

 - Billing
 - Maintaining Transaction receipts.
- NOVEMBER 2014-SEPTEMBER 2018

Sales Person | Waheguru Mini Mart | India

 - Billing
 - Customer Care Services

Associate of Arts:

Punjab University, Chandigarh India

2013 - 2014

High School Diploma:

SDP Sr Sec School Punjab, INDIA

LANGUAGES

English



Punjabi



Hindi

