
Customer Support Executive Resume

Job Objective

To obtain a secured position as Customer Support Executive and so I can become a valued member of the team while moving forward with my training in this field.

Highlights of Qualifications:

- Strong accomplished customer service experience
 - Wide knowledge in computer hardware and software applications along with experience using the Internet
 - Good knowledge of networking and Customer support
 - Strong troubleshooting and problem-solving skills
 - Excellent Voice Speech Communication Skills
 - Ability to efficiently multitask and navigate a computerized data entry system and relevant applications
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Professional Experience:

Customer Support Executive
Lucas Group,Daybrook, WV
August 2007 – Present

- Handled and resolved non-routine telephone enquiries.
 - Managed resolution of complex residential business inquiries, complaints, and billing questions.
 - Tracked, troubleshoot and gathered information from client.
 - Resolved problems, promoted and sold products services,.
 - Prepared and updated presentations, reports, and spreadsheets for clients.
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Education:

Bachelor's Degree in Computer Science
Deep Springs College, Dyer, NV

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