



Nithin F Elias

CONTACT ME AT

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☎ 0509278924

Villa No - 15 Jumeirah, Dubai

PERSONAL DETAILS

NAME : Nithin F Elias

DATE OF BIRTH : 17/07/1998

GENDER : Male

NATIONALITY : Indian

MARITAL STATUS : Single

PASSPORT No : V7938357

VISA STATUS : Visit Visa

HARD SKILLS

Advanced Excel, MS Word, Tally Prime

SOFT SKILLS

- Self Confidence, Hardworking, Sincere & dedicated.
- Excellent working relations with superiors as well as colleagues.
- Young, energetic & enthusiastic.
- Outstanding communication and interpersonal skills.
- Well organized & reliable.
- Critical thinking.
- Have excellent communication skills in English, Tamil, Malayalam.

PROFESSIONAL SUMMARY

Strong dedication to helping customers resolve issues and cultivating a positive image of the company. Excel in both team environments and alone. Proven ability to listen attentively, solve problems quickly and efficiently, and create high-quality professional relationships with callers.

EDUCATION

Master of Commerce,

Indira Gandhi National Open University

01/2020-06/2022

- First Division (64.12%)

Bachelor of Commerce,

University of Kerala

- Second class (54.46%)

WORKEXPERIENCE

Cashier Cum Customer Service, VG Stores

09/2020-11/2022 Kollam, India

DUTIES AND RESPONSIBILITIES

- Interacting with customers providing information in answer to inquiries about products, accounts and services.
- Answering the question of customers regarding the organizations products or services and its operation or maintenance.
- Handling and resolving customer complaint or special orders via mail or phone.
- Provide excellent customers service with first call resolution, and accurate information while keeping a professional demeanor.
- Follow-up on customer inquiries to make sure they are resolved in a timely manner.
- Track transactions on Balance Sheets and report any discrepancies.
- Handle merchandise returns and exchanges.