

P. TAMILARASAN

#319, Sri Ram Nagar 3rd street, Peelamedu, Coimbatore
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Client Service and Administration Professional

- Performance driven professional offering 4+ years of well- honed experience in, Client /Customer Service, Co-ordination, strategy planning, operations/ infrastructure management & team management.
- Multitasking credentials with excellent planning, execution, monitoring and resource-balancing skills, as well as the ability to handle multiple tasks in high pressure environments and under tight deadlines.
- Strong team player and team building skills, fostering an atmosphere that motivates highly talented professionals to balance high-level skills with maximum productivity.
- Articulate communicator with interpersonal skills while interacting with the customers/client/ teams and providing client/customer support.

Key Skills

Operations Management ~ Floor and Training Support~ Project Management
Relationship Management~ Client Support ~ Quality Assurance

TECHNICAL SKILLS

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|-------------------|---|
| Operating Systems | Windows 2003 /2007/ XP Clients, |
| CRM | Knowledge on various CRM software's, to handle customer database and clients issues like Paragon, IBM Clarify, Salesforce, Winflex, Oracle Rightnow |

PROFESSIONAL EXPERIENCE

Amazon Development Centre, Hyderabad
Seller Support Associate

January 2016 – Till Date

Responsibilities:

- Assisting Sellers with selling account related issues.
- Assisting Sellers with their queries and concerns through email.
- Troubleshooting Sellers issues with regards to listing of products and approval process.
- Verifying incorrect information on Website and update it as per manufacturer.
- Assisting peers with process related queries and fix them
- Auditing peers assigned task to ensure organization standard is maintained.

EDUCATIONAL CREDENTIALS

Bachelors of Commerce - 2007 : Karnatak University, Dharwad.

PERSONAL INFORMATION

- Date of Birth : June, 10, 1986
- Marital Status : Married
- Nationality : Indian
- Linguistic Proficiency : English, Hindi, Tamil.
- Hobbies : Listening Music, Travelling, Adventure Activities.

[P. Tamilarasan]