

## Customer service resume sample

# Kem James

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**OBJECTIVE:** A position in the department of customer service.

## QUALIFICATIONS

- Outstanding skills of customer service; a diplomat and always patient with different types people and the levels of organization.
- Well organized, also with a good attention to each and every detail and follow-up.
- Very flexible, have got the ability and also willing to familiarize with new things.
- Computer literate.

## THE RELEVANT ACCOMPLISHMENTS

As a representative of customer service for RAYSTAR CO;

- Rise in the accounts number at the Market Business centers by over 60% hence well motivated to ensure that I have build relationships which are productive.
- Came up with an efficient and easy method in using the account files of the customer in relation with the upcoming services and also promotions.
- Responded quickly to the inquiries that were made by the customers through calls by assessing them and looking for the best solutions for their problems hence passionate in providing the maximum quality and also the assistance to the customers.
- Balanced each and every received receipt with the tapes of the daily register; gave out the weekly as well as the monthly reports on the total sales to the management team by the use of the Excel spreadsheet.

## WORK HISTORY

2010-present	Clerk	SMART COMPANY, New York
2008-2010	Customer service representative	RAYSTAR CO, Texas
2005-2008	Clerk	PERFECT SERVICES, Texas

## EDUCATION

Smart college of Professionals, UK