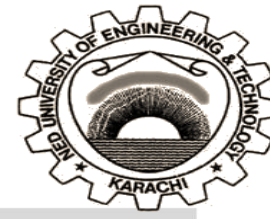


05-4-2021



BUILDING SUCCESSFUL FUTURES

Designation	Customer Service Representative
Qualifications:	Graduation
Experience:	1-2 Years of experience in Customer service
Location:	Clifton, Karachi
Gender:	Only Females

Responsibilities:

- Provide Prompt, accurate and courteous response to customers
- Build positive rapport with customers over the phone
- Handling customers queries in effective manner
- Resolve customers complains
- To communicate customers regarding the product of company.
- Responsibilities for routine office work
- Need to be answered in shortest span of time
- Maintenance and monitoring of computer networks and systems.
- Logging the queries of customers and employees.
- Diagnosing and solving hardware or software faults
- Responding to call-outs in a timely fashion



Resumes to careers@texitech.com, mention position in subject line.