

Simran Kaur

Customer Support Executive | Chandigarh

Sample contact: simran.kaur@example.com

Phone omitted - demo profile

PROFESSIONAL SUMMARY

Fictional customer support executive profile illustrating 2 years of role experience. Organised, practical and comfortable collaborating across teams. This CV demonstrates a clear, readable candidate presentation for The Guru Consultancy website.

CORE SKILLS

Customer communication, ticket handling, email support, Excel

SAMPLE EXPERIENCE

Customer Support Executive | Demo Workplace A

2023 - 2026 | Chandigarh

All employer names, dates and duties on this page are fictional.

- Categorised support tickets and followed documented response processes.
- Maintained case notes and coordinated timely issue resolution.
- Maintained clear documentation and communicated progress to the team.

SAMPLE EDUCATION

BA - General Studies

Demo Learning Institute | Fictional qualification for layout testing

SAMPLE PROJECT

Customer Support Executive workflow demonstration

Created a sample tracker or deliverable illustrating planning, quality checks and communication. No real client work or verified achievement is represented.

LANGUAGES & AVAILABILITY

Sample languages: Hindi and English

Sample availability: 30 days | Details are illustrative only