



Komal Tariq

Details

lahore
Pakistan
03161405819
komaltariq174@gmail.com

Skills

- Problem Solving
- Microsoft Office
- Computer Skills
- Teamwork
- Customer Service
- Communication
- Ability to Work in a Team
- Fast Learner
- Adaptability
- Management
- Leadership Skills
- Time Management

Hobbies

Reading
Painting

Languages

- English
- Panjabi; Punjabi
- Urdu

Profile

Dedicated Customer Service Representative dedicated to providing quality care for ultimate customer satisfaction. Proven ability to establish and maintain excellent communication and relationships with clients. Dedicated to identifying customer needs and delivering effective solutions to all problems. Excellent time management skills combined with a superior knowledge of the customer service industry.

Employment History

Wordpress Support Agent, Glixen Technologies, lahore

DECEMBER 2022

- provide optimal administrative support to WordPress Theme users on ticksy.com

Customer Support agent, Glixen Technologies, lahore

OCTOBER 2017 – FEBRUARY 2019

- Provided superior customer service to clients by addressing all questions and concerns.
- Worked with Customer Service and Product Development departments to enhance overall customer experience.
- On-Page and OFF page SEO for WordPress theme
- Testing and analyzing different elements of an online website, optimizing website content, enhancing an ad's ranking on a search engine, and more

Education

BSCS, Lahore College for Women University, Lahore

AUGUST 2012 – AUGUST 2016

ICS, FBISE, Quetta

JULY 2009 – AUGUST 2010

Matric, BBISE, Quetta

FEBRUARY 1999 – JULY 2008

Internships

SEO, Glixen Technologies, Lahore

OCTOBER 2017 – JANUARY 2018

References

References available upon request