Experience

Senior Customer Service Executive – Beier and Sons, New York, NY

07/2019 - Present

- · Full professional proficiency in English
- · Full professional proficiency in English is an advantage
- · Diploma holder and above
- . Knowledge of MFGPro/Oracle would be an advantage
- Good English communication skills (writing and speaking)
- Service mindset with strong customer orientation
- Experiences in Export SAP would be advantage
- Diploma or Certification in Information Systems or equivalent discipline
- Customer service orientated and able to handle request and provide solution
- A good team player and proactive in handling users' enquiries
- A minimum of Diploma in Business Administration/Social Science or equivalent

Vnc-airfreight Customer Service Executive - Shanahan-Koepp, New York, NY

06/2015 - 02/2019

- Knowledge in SAP system and MS Office tools
- Experienced in Shipping and logistics
- Knowledge Custom and excise MITI application process of PCO (AFTA) will be added advantage
- · Business minded with good problem solving skills
- Excellent communication and interpersonal skill and need to have energetic, positive, "can do" approach
- · Putting the customer at the centre
- · Providing the highest levels of service from the business and organisations
- Being proactive and being a decision maker
- · Flexibility towards change
- Excellent attention to detail, planning and organisational skills
- Good knowledge and level of Excel and SAP

Education

School of the Art Institute of Chicago — Bachelor's in Engineering

Skills

- Experience in planning and organisational skills
- Excellent and confident communicator to both an internal and external audience in oral and written communication
- · Strong multi-tasking and prioritisation skills and able to work on several projects simultaneously
- Good written and spoken English, Cantonese, Mandarin (including Putonghua)
- Customer Service experience in similar environment dealing with ad hoc requests via telephone, correspondence, e-mail
 and web
- Producing own correspondence.
- Articulate, good communication both verbally and literacy
- Accurate keyboard skills Alphabetical and Numerical
- Maintain professionalism whilst under pressure

Sample Customer Service Executive Resume

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Top Notch Executive Resumes Katharine Hansen, 2025-09-12 Branded resumes that illuminate the candidate s unique value proposition and ROI are a must in today s quest for the executive suite Top Notch Executive Resumes not only explains how to integrate branding into career marketing communication but also how to craft resumes that address your fit with the organization's mission and meet an employer's specific business needs Hansen instructs high level professionals in framing past accomplishments so that the employer can visualize the executive s strategic vision and industry insights as well as what he or she can contribute Highlights of the book include A huge collection of resume samples in cutting edge formats organized by profession for easy navigability Examples of a wide variety of complementary documents including leadership profiles and executive bios that top level professionals need to round out their executive portfolios Special additional features including the preferences and peeves of hiring decision makers guidelines for working with recruiters frequently asked questions and case studies detailing complete job search marketing campaigns Let Top Notch Executive Resumes get you into that corner office Job Coach-Life Coach-Executive Coach-Branding-Letter & Resume-Writing Service Anne Hart, 2005-10-07 Here's how to start your personal service business Develop an icon logo and motto for your coaching clients As a job or career coach an executive coach or a life coach you will be presenting and classifying your client's competencies writing resumes cover letters and creating a wide variety of business correspondence including sales letters news releases and direct mail copy You will be planning events for your clients and their prospective employers You ll need to really work a room to find clients as well as niches or jobs for clients when networking at professional associations and trade shows Most frequently you ll be asked to write evaluate and repackage resumes cover letters and other summaries of qualifications of your clients A resume is a summary of qualifications A career coach helps clients find success by taking step by step detailed concrete strategies that solve specific problems get results and reach a defined goal A resume writing business online can be combined with a career coaching enterprise The steps are outlined here for you to follow in chronological order to open and operate a resume writing service business and also a career coaching enterprise online from your home mobile location or office You can telecommute online and still help people find direction by offering information training or consulting services Here s how to open an online business at home presenting and packaging your clients competencies Make your living writing resumes business letters and being a job coach Help clients obtain appoints for interviews that may eventually lead to finding work Write and repackage resumes and all types of business correspondence from cover letters and follow ups to direct mail or trade show sales letters **Resumes For Dummies** Laura DeCarlo, Joyce Lain Kennedy, 2015-08-03 Expert guidance on writing a winning resume that will set you head and shoulders above the crowd to land that elusive interview and get the job of your dreams The Complete Idiot's Guide to the Perfect Resume Susan Ireland, 2002-12 Includes tips on writing an effective resume creating an accurate yet impressive job statement networking using software programs and other resume

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sample resumes and cover letters and a list of Web sites catering to those eager to reenter the workforce or find a better job

The Complete Guide to Writing Effective Résumé Cover Letters Kimberly Sarmiento, 2009 The companion CD is packed with samples and worksheets to help you brainstorm and create a successful cover letter Writing Resumes and Cover Letters For Dummies - Australia / NZ Amanda McCarthy, Kate Southam, 2015-05-04 Practical tricks for standing out from the crowd and getting the job you want in the Australian and New Zealand market Applying for jobs in today s tight job market can seem like an overwhelming process Competition is fierce and employers expect more than ever before from job applicants With unemployment and redundancies rising it s simply not a good time to be looking So how do make yourself stand out Writing Resumes and Cover Letters For Dummies Second Australian New Zealand Edition shows you how to catch a recruiter's attention Presenting a wealth of sample resumes and cover letters this handy easy to use guide shows you how to write a killer cover letter format your resume for online use use social networking to your advantage and tailor your resume and cover letters for specific positions and companies Designed specifically for job hunters in Australia and New Zealand Offers practical tips and advice on crafting a great resume and a perfect cover letter for any kind of position Includes advice on addressing government selection criteria Features ten ways to turn off a recruiter and ten tips for the perfect presentation No matter how tough the job market is a great resume and cover letter combination will help you get the attention you deserve Writing Resumes and Cover Letters For Dummies gives you all the tools and tips you need to get noticed and get your dream job Real-resumes for Career Changers Anne McKinney, 2000 Writing a career change resume is the most complex of resumes to write Using actual resumes and covering letters the editor of this series shows the reader how to consider new opportunities and how to communicate past experience in a way that builds bridges to new careers

Business Communication Mohit Sharma, Devesh Kumar Gupta, Sarbananda Sahoo, Garima Sharma, 2018-11-20 In the growing global competition business communication for management is the key for survival growth of any organization Business scenario is changing at a fast pace in order to meet the existing need organization are forming and adopting new strategy for timely success The objective to appraise the student with the thorough understanding of laws and rules so that business could be comprehended entirely This book provides a holistic view of different acts and ordinances pertaining to the discipline on management Keeping in view its importance Universities have introduced the Business Communication for Management as a core subject in the Management Course This book has been written for the benefit of all students of MBA CA CS M Com Management Researcher BBA and B Com Etc The book has been designed according to the syllabus of MBA course of Shri Venkateshwara University Gajraula Dr Abdul Kalam Technical University Lucknow University of Rajasthan Jaipur RTU Kota hence a humble attempt has been made to provide the whole subject matter in simple and explanatory language

Learn Good Business Writing and Communication (Collection) Natalie Canavor, Claire Meirowitz, Stephen R. Covey, 2013-08-08 The Truth About the New Rules of Business Writing shows you how to master the art of effective business

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Table of Contents Sample Customer Service Executive Resume

- 1. Understanding the eBook Sample Customer Service Executive Resume
 - The Rise of Digital Reading Sample Customer Service Executive Resume
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Sample Customer Service Executive Resume
 - Exploring Different Genres
 - o Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Customer Service Executive Resume
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Sample Customer Service Executive Resume
 - Personalized Recommendations
 - Sample Customer Service Executive Resume User Reviews and Ratings
 - Sample Customer Service Executive Resume and Bestseller Lists

- 5. Accessing Sample Customer Service Executive Resume Free and Paid eBooks
 - Sample Customer Service Executive Resume Public Domain eBooks
 - Sample Customer Service Executive Resume eBook Subscription Services
 - Sample Customer Service Executive Resume Budget-Friendly Options
- 6. Navigating Sample Customer Service Executive Resume eBook Formats
 - ∘ ePub, PDF, MOBI, and More
 - Sample Customer Service Executive Resume Compatibility with Devices
 - Sample Customer Service Executive Resume Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Customer Service Executive Resume
 - Highlighting and Note-Taking Sample Customer Service Executive Resume
 - Interactive Elements Sample Customer Service Executive Resume
- 8. Staying Engaged with Sample Customer Service Executive Resume
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Customer Service Executive Resume
- 9. Balancing eBooks and Physical Books Sample Customer Service Executive Resume
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Customer Service Executive Resume
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Customer Service Executive Resume
 - Setting Reading Goals Sample Customer Service Executive Resume
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Customer Service Executive Resume
 - Fact-Checking eBook Content of Sample Customer Service Executive Resume
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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