







NAIZA M. BALINDO

CONTACT

 curlykidd801@gmail.com

 +639282435834

 Prk. 4 Maliwanag BCV Labangal
General Santos City PH

 sselerac01

EDUCATIONS

June 2019 - March
2021

A.B COMMUNICATION ARTS
Ramon Magsaysay
Memorial Colleges

June - August
2014

ENGLISH PROFICIENCY
(VOCATIONAL
COURSE)
TESDA

RELEVANT WORK EXPERIENCES

May 2022 - April 2023

CUSTOMER SERVICE/ACCOUNT

MANAGER

Handy Daddy

- Handling client's business
- Provides General information regarding our products and services.
- Invoicing

Tools

Service Fusion, Workiz, Hubspot, Wordpress, Slack and Outlook

November 2020 - February 2022

TECHNICAL/ CUSTOMER SERVICE

SUPPORT

Sunvalleytek International

- Responsible for troubleshooting electronic products.
- Provides General information regarding our products and services.
- Responsible for processing warranty claims

Tools

EPS, CRM, Outlook, Slack, Skype, and Ring Central.



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RELEVANT WORK EXPERIENCES

March 2016- April 2018

CUSTOMER SERVICE

Teletech

- Responsible for troubleshooting Mobile devices and networks.
- Upselling products.
- Answers general question regarding our products and services.

Tools

CRM, Siebel, Outlook and Polaris

April 2015- March 2016

CUSTOMER CARE ASSISTANT

Xerox

- Responsible for troubleshooting Mobile devices and networks.
- Upselling products.
- Answers general question regarding our products and services.

Tools

CRM, Siebel, Outlook and Polaris