

DEVANSHI PATEL

CUSTOMER SERVICE REPRESENTATIVE (LEGAL/TECHNICAL)

CAREER OBJECTIVE

Hardworking Customer Service Representative with 4+ years of experience working with Various commercial and individual customers. Seeking to grow my experience by continuing to learn different aspects of the customer service which shall provide me with the requisite opportunities and exposure to fully utilize my skills and further enhance it.

CONTACT

PHONE:
437-260-5381

EMAIL:
Devanshijpatel258@gmail.com

19 Tinsmith Street, Brampton, ON,
Canada

AVAILABILITY (WEEKLY)

Monday: 1PM to 12AM

Tuesday: Full day (24 hours)

Wednesday: Full day (24 hours)

Thursday: Full day (24 hours)

Friday: Full day (24 hours)

Saturday: Full day (24 hours)

Sunday: Full day (24 hours)

EDUCATION

SARDAR PATEL UNIVERSITY Anand, Gujarat, India
Master of Business Law, LLM, March 2018

Anand law college, Anand, Gujarat, India
Bachelor of Business Administration, Bachelor of Law, April 2016

WORK EXPERIENCE

Bull Bell Academy | Admin
Gujarat, India

Jan 2022 – June 2022

- Guide management on regulatory and compliance issues to ensure compliance with legal regulations
- Draft and solidify appointment letters, agreements, contracts, and Legal documents to ensure the company's full legal rights.

Anwesha Engineering and Project Ltd | Legal Manager
Gujarat, India

October 2020 – Dec 2021

- Draft and prepare all kind of legal documents (Plaints, complaints, Money suits, written statements, contracts, Affidavits)
- Performed other task and responsibility as required.

Alembic | Customer Service Associate
Gujarat, India.

Feb 2018 – Feb 2020

- Managed customer relations and customer service through daily communication and interaction.
- Exceeded service objectives by applying proven customer service and sales best practices.
- Evaluated customer information to explore issues, develop potential solutions and maintain high-quality service.
- Provided primary customer support to internal and external customers in fast-paced environment.

SKILLS

- Documentation and reporting
- Customer support
- Client Communication
- Typing 30 wpm

CERTIFICATIONS

- Certified practitioner at bar council of India
- Certified practitioner of bar council of Gujarat State

LANGUAGES

- English
- Hindi
- Gujarati