|  |  |
| --- | --- |
| **Job Requirement details :** |  |

**Position : Customer Service Associate – (Only Males)**

**Experience –** Fresher can apply

**Salary –** 15k – 20k + Overtime

**Job location** – Keva Kaipo Industries Pvt Ltd

#18-19 Dehlon Road, Tibba Village, Sahnewal Ludhiana -Punjab 141120 **(Local Preff.)**

Candidates required with **good communication & convincing skills in English or Bengali** & knowledge of E-mail & MS-Excel.

**Responsibilities –**

    Contact potential or existing customers to inform them about a product or service using scripts.

    Answer questions about products or the company

    Ask questions to understand customer requirements and close sales

    Direct prospects to the field sales team when needed

    Enter and update customer information in the database

    Take and process orders in an accurate manner

    Handle grievances to preserve the company’s reputation

    Keep records of calls and sales and note useful information

**Openings**– 5-6