

Project Associate	
Domain Expertise	Project Support
No. of Requirements	10 no
Job Location	Allahabad, Bangalore, Chandigarh, Chennai, Delhi, Hyderabad , Jaipur, Lucknow, Mohali , Patna & Pune
Skill Sets	Basic computer knowledge, Office Automation, Very good communication skill
Job Profile	Manage large amounts of inbound and outbound calls in a timely manner, Follow communication “scripts” when handling different topics, Identify customers’ needs, clarify information, research every issue and provide solutions and/or alternatives, Keep records of all conversations in our call centre database in a comprehensible way, Meet personal/team qualitative and quantitative targets