

Job Description:**Location :**

Mumbai & Chennai

Responsibilities:

- Maintain client confidentiality
- Providing fund information and guidance to the target segment
- Providing timely MIS
- Support NFO & other sales & marketing campaigns that are run from time to time through outbound calling & ensuring fulfilment
- Increasing the number of investors

Key Skills Required:

- Excellent command on English/Hindi language/ local language (Chennai) – both verbal and written. Knowledge of other languages will be an added advantage.
- Familiarity with standard capital market concepts, procedures and regulatory framework
- Good knowledge of Ms Office especially Excel
- Strong communication skills - convey information effectively
- The ability to listen to and understand information and ideas
- Team player
- Independent thinker who takes initiative and exercises a certain degree of creativity and latitude
- Planning and Target Oriented
- Interacting in a friendly and professional manner with customers
- Analytical and methodical approach to problem solving Handle customer queries and concerns through various communication channels.
- Provide accurate and timely information to customers.
- Collaborate with team members to ensure efficient customer service.
- Maintain documentation of customer interactions and transactions.

Experience & Educational Qualification:

- Any Graduate 1 year of experience

Salary :

Net Salary: 17-18 K per month based on the experience and last drawn salary.

Day Shift Job | 5 Days workings | Fixed Saturday and Sunday Off

Languages: Mumbai - Mandatory English & Hindi

Chennai – Mandatory English, Hindi & Local Language