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| **Job description** | |
| **Company:** | Corpone BPO |
| **Department:** | Customer care/Collections |
| **Role:** | Call Center Executive ( Telugu process ) |
| **Location:** | New bowenpally, Hyderabad |
| **Salary:** | 12000/- PM (CTC) |
| **Incentives:** | Attractive incentives |
| **PF:** | Yes |
| **ESI:** | Yes |

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| **KEY ACTIVITIES & RESPONSIBILITIES** |
| **Skills & Requirements:**   * Must have good communication skills (Good in English, Telugu with manageable Hindi speaking) * Must not be pursuing education * Must have completed intermediate from govt. recognized institutions. * Should be flexible to travel to New bowenpally. * Experience 0- 1 years, fresher can also apply. * Must be between Age 18-35 years. * Should have basic computer knowledge.   **Responsibilities:**   * To handle outbound calls to the customers remind about the EMI and overdue amount * Will be responsible for the debt collections of the allocated accounts. * Will have to work in shifts (9 AM to 6 PM, 10 AM to 7 PM, 11 AM to 8 PM & 12 PM to 9 PM.) * Maintaining and following up with the customers for the debt collection. * Must follow the guidelines and the script in the process of debt collection. * Capturing VOC and other details in the CRM/other CRM related application. |