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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.
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