Srinath University
अध्ययन • अनुशासन • अनुग्रहण

JOB DESCRIPTION

indiamart

Organization:	**INDIAMART**
Job Title:	**EXECUTIVE/SR.EXECUTIVE**
CTC:	**5.35 LPA**
Location:	**DELHI**
Departments Eligibility:	**Management**
Course Eligibility	**MBA**
Student Gender Preference:	**ALL**

General Job Description

- Generate and manage leads through calls, emails, and other communication channels.
- Connect with prospective customers and understand their business requirements.
- Explain IndiaMART services and solutions to potential clients.
- Conduct product/service presentations and demonstrations when required.
- Follow up with leads and convert prospects into customers.
- Maintain strong relationships with existing and potential clients.
- Achieve assigned sales and revenue targets.
- Handle customer queries and provide appropriate solutions.
- Maintain accurate customer and sales records in CRM systems.
- Coordinate with internal teams to ensure smooth customer onboarding and service delivery.
- Prepare regular sales reports and provide updates to the reporting manager.
- Stay updated on market trends, customer requirements, and competitor activities.

Preferred Skills

- Excellent verbal and written communication skills.
- Strong interpersonal and relationship-building skills.
- Good negotiation and convincing abilities.
- Strong sales and customer-handling skills.
- Target-oriented and self-motivated approach.
- Ability to generate leads and convert prospects.
- Good presentation and problem-solving skills.
- Basic knowledge of MS Office and CRM tools.
- Ability to work independently as well as in a team.
- Willingness to travel, if required.

Eligibility

Management
Specialization **MBA**
Fresher

Job Reviewed by: Senior Director, Training & Placement
Job Approved by: Senior Director, Training & Placement
Job opportunity provided through: Training and Campus Placement Department

DATE:-02.07.2026