JOB DESCRIPTION

Organization:	**Teleperformance**
Job Title:	**Customer Care Executive**
CTC:	**3.36 LPA**
Location:	**Noida**
Departments Eligibility:	**Management**
Course Eligibility	**BBA/ BCOM/ MBA**
Student Gender Preference:	**ANY**

General Job Description

- Handle customer inquiries and provide prompt, accurate solutions.
- Provide clear information about products and services.
- Maintain high levels of customer satisfaction.
- Record and update customer interactions accurately.
- Resolve customer concerns professionally and efficiently.
- Collaborate with team members to achieve common goals.
- Follow company policies, processes, and service standards.

Preferred Skills

- Excellent communication skills in English and Hindi.
- Strong interpersonal and customer service skills.
- Good listening and problem-solving abilities.
- Customer-focused and empathetic approach.
- Basic computer knowledge and typing skills.
- Ability to work effectively in a team.
- Good time management and multitasking skills.
- Positive attitude, adaptability, and willingness to learn.

Eligibility
Management
Specialization : **BBA/ BCOM/ MBA**
Fresher
Technical skills, attention to detail, problem-solving, and communication skills.

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

Date:-29/10/2025