



ODeX India Solutions Pvt. Ltd

Job Description

Job Title: Executive – Support

Reporting to : Team Leader

Division/Department: Support

Location: Vikhroli, Mumbai

Experience: Min 6 months

Education: Graduate

Language: English / Hindi

General Description

Job Responsibilities:-

1. Handles the customer requests and complaints.
2. Provide appropriate solutions and alternatives within the time limits.
3. Follow up to ensure resolution.
4. Follow communication procedures, guidelines and policies.

Skills required :-

1. Good communication skills
2. Knowledge of Microsoft Office