**Job Description**

We are looking for enthusiastic and proactive candidates for the post of **Technical Support Executive** for our fast growing Software Company providing software solutions to Indian and International clients.

**Key Responsibility Areas:**   
01. Responding to all calls, emails and subsequently handling customer’s queries diligently through calls and mails.

02. Handling customer’s concerns and satisfying them till the query gets resolved.

03. Handling sales calls and email queries and guiding customers.

04. Handling and solving customer complaints.

05. Taking appropriate actions on customer feedback and taking corrective actions to resolve the query.

**Requirements:**01. Good communication skills both verbal and written.

02. Knowledge of MS-Excel and mails.  
03. Should be detail oriented, dynamic, soft-spoken, calm, composed and disciplined.

04. Technical background is must.  
05. **No Targets**  
**CTC-** 1-2.5 Lac for the initial 6 months after that 40-50% hike

Location-DEHRADUN