

Telecaller-cum-Data Aggregator

Total Experience: 1-3 years

Budget: 2.4-3.0 LPA

Job Location: Pitampura, New Delhi

Job Responsibilities

- Cold Calling
- Data Aggregation
- Maintaining data tracker
- Supporting pre-sales team
- Preparing keynotes of meetings
- Assisting with other responsibilities as needed by the sales team

Required Skills

- Proficiency in MS Office Suite
- Familiar with ongoing trends in IT industry
- Fast-learner with zest for fully understanding the sales and marketing functions
- Ability to prioritize and handle multiple tasks
- Excellent attention to detail and organizational skills
- Must be able to work under pressure and with quick timelines
- Excellent verbal communication skills
- Well developed writing skills
- High sense of responsibility and confidentiality
- Knowledge and genuine interest in IT industry

Desired Education

- Any Graduate/Postgraduate
- Preferably BBA/MBA
- Perusing Graduation/Post-graduation can also apply

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