We are looking for an enthusiastic Voice Process Associate to interact with clients/appointment booking by calling or answering requests in a fast-paced environment. She must be friendly, persuasive and must have a good voice. She must understand the customer's requirements in a short time and present solutions that meet their needs. The goal is to promote business growth by expanding the company's clientele.

\* The candidate must have excellent proficiency in English and Tamil . Apart from the two mentioned languages, if someone also has ability in Hindi and Malayalam languages would be an added advantage and someone who can join us immediately or within a short span of time.

Responsibilities:

\* Calling and answering the clients/appointments booking.

\* Answer incoming calls from prospective customers.

\* Keep record of calls and information.

Requirements:

\* Proven experience as Voice Process Executive or similar customer service role

\* Working knowledge of MS Office

\* Excellent communication and presentation skills

\* Proficient in English and Hindi and other languages

\* Skilled in negotiation and dealing in complaints

\* Persistent & result-oriented

\* Must be graduate