

Wishtree Careers

Designation: Tele Sales Executive

Location: Pune

Job Reference ID: WTPUNTS

Experience: 0 – 1.5 Year

Position(s): 1

Job Type: Contract

Location: Pune, India

Contact: jhuma.basak@wishtreotech.com

Job Responsibilities

- Calling and coordinating with prospective clients.
- Excellent communication and interpersonal skills.
- Experience with MS Office and data programs.
- Attention to detail.
- Organization skills, with an ability to stay focused on assigned tasks.
- Insert customer and account data by inputting text based and numerical information from source documents within time limits.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
- Research and obtain further information for incomplete documents.
- Apply data program techniques and procedures.
- Generate reports, store completed work in designated locations and perform backup operations.
- Keep information confidential.
- Comply with data integrity and security policies.