

**Post** = CRM Executive (2 position).

**Experience** = 2 to 7 years.

**Job Description** =

1. Follow up & Collection of Payments as per schedule from client.
2. Documents and processing agreements
3. Preparing Weekly & monthly MIS reports
4. Achieving Collection targets consistently. Ensure to achieve collection targets on periodic basis
5. Actively involve & co-ordinate with inter departments of the organization in order to meet valid customer requirements
6. Ability to handle banking issues
7. Handled queries related to possessions
8. Extend Help to sales & marketing team whenever it's required
9. Should be Flexible in speaking local language