

Location: Bengaluru Head Office

Customer Service Officer – Roles and responsibilities

1. Preparation of office note for approvals.
2. Managing the files in DIT.
3. Release of payment.
4. Management of payment control register.
5. Arrangement for meeting.
6. Creating and sharing virtual meeting URL.
7. Ticket related to email IDs.
8. Managing the ticket related to website.

Qualifications

1. Graduation – Preferably: Degree in Engineering, Computer Science/Information Technology or its equivalent.
2. Freshers may also apply.