

**ARKA JAIN UNIVERSITY**  
**TRAINING & PLACEMENT DEPARTMENT**  
**PLACEMENT OPPORTUNITY : TECH MAHINDRA**

**NOTICE NO. : AJU/T&P/PG/0041/19-20**

**DATE : 04/09/2020**

**COMPANY PROFILE :**

Tech Mahindra Limited is an Indian multinational subsidiary of the Mahindra Group, providing information technology services and business process outsourcing to companies in various vertical and horizontal markets.

**PROFILE : E-Commerce Customer Support Executive / Customer Support**

**JOB DESCRIPTION :**

1. Candidate need to handle E- Commerce Customers Technical Query and need Troubleshoot their Tech Issues on call as well as on line.
2. Technical Troubleshooting E- Commerce Customer Support Executive International voice.
3. Trouble-shooting & Customer Support to premium clients over the phone (inbound)
4. Keyboard & PC Literate (user level knowledge of operating system)  
Knowledge of OS

**EMPLOYEE FACILITIES PROVIDED :**

1. 24\*7 cafeteria/Gymnasium/Concierge desk /Recreation facility etc.
2. Best Training provided New Hires To Development Training
3. Multiple Growth Opportunities with the company
4. Provident Fund, Gratuity Mediclaim, life insurance etc. provided

JOB TYPE : Customer Support executive

LOCATION : Bhubaneshwar

**SALARY PACKAGE OFFERED :**

Rs 1.7 lac Per Annum for fresher & Rs. 1.9 to 2.2 Per Annum Experienced (Gross)

**ELIGIBILITY : MBA / MCOM**

**JOB REQUIREMENT :**

1. Candidate should have good personality
2. Candidate should have tendency to learn fast
3. Good nature to deal with the customers
4. Goods English Communication skill

**PROCESS OF REGISTRATION :**

1. E- mail your resume to [placements@arkajainuniversity.ac.in](mailto:placements@arkajainuniversity.ac.in)
2. The subject line of your mail must be mentioned as “ **TECH MAHINDRA** ”.
3. Resume must be in Standard MS Word format. Resume file name must be Student’s own name.
4. Resumes in any other format will be rejected.

5. Kindly send your resume by **02:00 PM, 5th September 2020.**
6. Also fill the MS Excel Sheet.

Sd/-

A handwritten signature in cursive script, reading "Heena Arshi", written in black ink. The signature is underlined with a single horizontal stroke.

**HEAD – TRAINING & PLACEMENTS**

Disclaimer : The information mentioned above is as shared by the employer. The institution will not be responsible for any deviation.