

Campus Recruitment Drive for WBSU Student Work From Home

Company: The 10X Academy, Hyderabad, <https://www.the10xacademy.com/>

The “The 10X Academy” has shown their interest to recruit WBSU students again. In the month of Aug’2022 this company conducted campus recruitment at our campus and offered job to 5 WBSU students (out of 36 applicants).

Eligibility: Master Degree (passed in 2022 and 2021 only) in any discipline, ready to join.

Last date for application: 18/12/2022

How to Apply: Send you **One Page** CV at placement.wbsu@gmail.com with the Subject Line: “2nd Drive 10X Academy @ WBSU”.

Your CV (NOT more than ONE Page) must contain the following information:

1. Name:
2. Mobile No.:
3. e-mail ID:
4. DOB:
5. Position Applied for:

6. Educational Qualification:
7. Any relevant information that you like to share:

For any update and details visit: <https://wbsu.ac.in/placement-cell/>

Job Position and Description

1. Placement Executive

Salary - 10,000 per month

Purpose - We are searching for an engaged telecaller to boost sales by reaching out to current and possible clients. To this end, the telecaller will be required to obtain lists of individuals' information, and to source data for additional members of the target audience. You should also jot down important notes during conversations to facilitate follow-ups by our staff.

To be successful as a telecaller, you should be able to convince even the toughest of individuals to purchase our offerings. A remarkable telecaller will suggest ways in which clients' feedback can be utilized to improve our services.

Knowledge, Skills and Abilities

- Prior experience as a telecaller or similar.
- Completion of a sales-related training program is preferred.
- Computer literate.
- Exposure to diverse viewpoints, cultural norms, and experiences.
- Superb verbal communication.
- Ability to switch your communication style on a whim.
- Superb interpersonal, research, and record-keeping skills.
- Capacity to receive critique without internalizing it.

Key Responsibilities

- Studying the details of each offering and remaining abreast of updates to these offerings.
- Obtaining and updating lists of individuals' contact details.
- Calling active and budding clients to encourage the purchase of items.
- Addressing clients' uncertainties, grievances, and suggestions on time.
- Noting important details of each conversation.
- Communicating verbal acceptances of offers to our sales team for closing.
- Recording all successful and unsuccessful attempts to close sales.
- Attending regular team meetings to clarify progress and performance-related expectations.
- Conducting each of your functions with the utmost respect, regardless of others' dispositions.
- Enter and update customer information in the database
- Take and process orders in an accurate manner
- Handle grievances to preserve the company's reputation
- Go the "extra mile" to meet sales quota and facilitate future sales

2. Data Entry Executive

Salary - 10,000 per month

Knowledge, Skills and Abilities

- Proven experience as data entry clerk
- Fast typing skills; Knowledge of touch typing system is strongly preferred
- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.)
- Working knowledge of office equipment and computer hardware and peripheral devices
- Basic understanding of databases
- Good command of English both oral and written and customer service skills
- Great attention to detail

Key Responsibilities

- Type in data provided directly from sources
- Create spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested
- Perform regular backups to ensure data preservation
- Proficient in MS Excel

Training and Placement Cell
West Bengal State University
Barasat, Kolkata 700126
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