



AMITY TECHNICAL PLACEMENT CENTRE

DELHI | GR. NOIDA | GURUGRAM | GWALIOR | JAIPUR | LUCKNOW | NOIDA

INVESTO XPERT **Campus Recruitment – 2020 Passing Out Batch**

Company	Investo Xpert
Batch	2020 Batch
Joining	Immediate
Date of Campus	Will be informed Later
Job Title	CRM Executive/HR Executive/BDM –Sales & Marketing/Sales Support Executive
Eligible Degrees	BBA/B.Tech/B.Com/MBA
Eligible Branches	All Branches
Eligibility Criteria	No % Criteria
Location	Noida
Salary Package (CTC)	INR 3.0 LPA
Recruitment Process	<ul style="list-style-type: none">• Written Test.• Group Discussion.• HR Interview.• Personal Interview with Department Head.
Roles & Responsibilities	<ul style="list-style-type: none">• Managing Complete MIS for Possession of customers.• Execution of sale deed and executing the registration.• Lead management & booking login.• To handle the queries of the customers.• Complete property related document.• Sending final demand and offer of possession to customers.• Keeping the track of all post sales documentation, Allotment Letter, Builder Buyer Agreement, Demands / Reminders, Collection of payments, Payment Receipts, Interest Calculation for delay in payments.• Coordinating and following up with the Banks & NBFC's for APF Approvals• Managing grievances through the effective administration and proper follow-up of the enquiry logs and adequate escalation of unresolved customer problems.
Skills Required	<ul style="list-style-type: none">• Closing the complaints of customers with proper grievance redressed. Checking all demands/receipts generated and day to day communication sent to the customers.• To collect, filter & upload data on CRM Software in relation to Property postings, Builder & broker data.• Coordination with lender bank for generation of NOC.

How to Apply?

All interested and Eligible students need to apply on the link below latest by 22nd January 2020, 5 PM

[CLICK HERE](#)

My Best Wishes are with you!

Prof. Dr. Ajay Rana

Advisor