



Placements SRHU <placements@srhu.edu.in>

JOB DESCRIPTION VIVO UTTARAKHAND. || SRHU

Placements SRHU <placements@srhu.edu.in>
To: Farhan Ali Khan <farhankhan@srhu.edu.in>

Thu, Apr 25, 2024 at 11:01 AM

FYI

Warm Regards,
Farhan

On Thu, April 4, 2024 at 9:53 AM Placements SRHU <placements@srhu.edu.in> wrote:

Dear Ms. Ayushi,

We are pleased to confirm the campus placement drive date on 12th April 2024 at our SRHU.

Thankyou for sharing the CTC details.

Warm Regards,
Farhan

On Mon, Apr 1, 2024 at 3:50 PM Ayushi Dixit <hr.manager.uk@vivouk.in> wrote:
Hello Farhan,

The expected CTCs are as follows:

Front Desk Officer: 3.00 Lakh per year
Team Leader B2B: 5.3 Lakh per year

Regarding the drive, can we settle for 12th April, i.e. Friday. Our team is already busy in Roorkee for campus drive on the proposed date.

Please confirm.

Regards,

Ayushi Dixit
HR/ADMIN-Manager VIVO Uttrakhand
MGM Sales Pvt. Ltd .



Mobile: +91 8791264402

Email: hr.manager.uk@vivouk.in
Website: www.vivoglobal.com

On Fri, Mar 29, 2024 at 11:40 AM Placements SRHU <placements@srhu.edu.in> wrote:
Dear Ms. Ayushi,

Would like to extend our sincere Gratitude for promptly sharing the openings with us!
Kindly share the salary of the mentioned positions.
Considering our internal exam schedule and Holi break, we propose the campus drive
on 10th April 2024, i.e. on Wednesday.

Please confirm the date.

Looking forward to a fruitful long lasting professional partnership with you.

With warm regards,

--

Placement Cell,

Farhan Ali Khan, Placement Officer

Swami Rama Himalayan University,

Swami Ram Nagar, Jolly Grant Dehradun.

Contact -0135 -2471263

Mob. 7055213612

www.srhu.edu.in

On Wed, Mar 27, 2024 at 9:09 AM Ayushi Dixit <hr.manager.uk@vivouk.in> wrote:
Dear Farhan,

As discussed the JOB PROFILES DESCRIPTIONS ARE AS FOLLOWS:

1) FRONT DESK OFFICER

Job description

- Customer Handling
- Good Communication Skills
- Customer Service Orientation
- Good Mobile Phone Knowledge
- Keep Updated Records and files
- Answer All Incoming & Outgoing Calls
- Respond to customer inquiries

2) TEAM LEADER B2B

Job description

- Researching the target industry to discover prospecting opportunities
- Planning and executing cold outreach in the form of emails and calls to attract new leads
- Reaching out to prospects through calls or emails to assess their needs
- Nurturing the leads and understanding their issues inside out
- Conducting product demos and handling questions, rejections, objections
- Relationship management with multiple decision-makers and stakeholders to add value
- Negotiating and closing multiple sales deals to achieve high revenue

- Managing all B2B selling operations and activities within a particular territory or zone or industry.

Education Qualification: Any Graduate with minimum 60%.

Expected Joining: From 15th May 2024

Also share the proposed date (in this month only) for the interview sessions with the students at your esteemed institution.

Looking forward to your prompt response.

Regards,

Ayushi Dixit

HR/ADMIN-Manager VIVO Uttrakhand

MGM Sales Pvt. Ltd .



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