

Dr CHAND PASHA

Placement Officer

Career Counseling, Training & Placement



Nizam College

Autonomous College With CPE Status

A Constituent College of Osmania University



PLACEMENT OFFICE, NIZAM COLLEGE , OU

NOTICE

ADP PLACEMENT DRIVE

TOTAL POSITIONS 40

Position: Voice and Non Voice process

Company name : ADP

Overview:

Developing long-term relationships with clients through managing and interpreting their requirements. • Identify and assess customers' needs to achieve satisfaction • Build sustainable relationships and trust with customer accounts through open and interactive communication • Follow communication procedures, guidelines and policies • Take the extra mile to engage with customers • Strong telephony etiquettes (verbal & active listening skills) • Customer orientation and ability to adapt/respond to different types of changes • Excellent communication skills. • Ability to multi-task, prioritize, and manage time effectively • Identifying and assessing customers' needs to achieve satisfaction. • Flexible, adaptable, proactive and self-motivated • Candidates with good knowledge of Internet Application, MS-Word and MS-Excel will have an added advantage • Willing to work in different time zones/ late night shifts • Adherence to quality and compliance guidelines • Ability to take quick decisions and respond to Customer inquiries • Able to work in 24/7 environment Looking for :

• Degree – Graduates from commerce & science background (**B.Com/B.sc/BBA**) • 60% aggregate throughout academics

• Flexible for Night shifts

What we offer : • **INR 2.25 lacs CTC** (includes 12% variable component which will be paid as a lumpsum in April every year)

• Shift Allowance

• Insurance coverage of 5 lacs for Self and dependents (Can be increased up to 20 lacs)

• **Transport facility**

Last date to apply online : 26th JUNE 2021

Online one hour test after

For further inform contact @ Placement coordinator 9849163707,

Asst Placement Officer 9010834134 placements@nizamcollege.ac.in

Registration Link:

https://docs.google.com/forms/u/1/d/e/1FAIpQLSdDt2Rpng77hfWZ2uk4IN8Vk_RX1RtX_pGxJ5DRH6QpyIldMw/viewform?vc=0&c=0&w=1&flr=0&usp=mail_form_link&urp=gmail_link

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Email: placements@nizamcollege.ac.in, Website: <https://www.nizamcollege.ac.in/placement-cell.html>