

## Female CRM

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Company: GP Homes Pvt Ltd

Location: Chennai

Category: other-general

Dear Candidate,

We have an opening for Executive - CRM with relevant real estate experience profile.

Location - Anna Nagar West(Chennai)

### **Roles & Responsibilities:**

Maintaining records of payment information.

Responsible for the entire activities from post sales to till handover

Responsible for ensuring timely documentations & collection as committed.

Handling customer queries and satisfying their requirements with the help from other departments.

improving and implementing the CRM process for better customer services.

Coordinating with other Departments like Finance, legal, Sales & Projects.

Handling Bank Coordination for customer's loan facilitating & Timely collection

Devise methodologies to increase customer satisfaction and by providing right Suggestion.

Generating leads from Existing Customers.

Good Knowledge in GST & RERA of Real Estate Industry

### **Requirements and skills**

Proven experience as a Post Sales Executive/CRM/Customer support in real estate firm

Proficiency in English

Excellent knowledge of MS Office

Fast learner and passion for post sales

Self-motivated with a results-driven approach

Aptitude in delivering attractive presentations

Education- Any degree

Gender - Female

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