



SAI COLLEGE

(SAI MAHAVIDYALAYA)

Affiliated to Hemchand Yadav University, Durg
& Under Section 2 (f) of the UGC Act

Ref. No.

NOTICE

Date : 12/2/22

Campus Placement Drive

Sai College is conducting campus drive for its Final Year Students, PG students and Ex Students of different sessions for a BPO situated in Raipur named PATRA.

The BPO in Raipur requires BPO executives who will do official work that may include creating reports, preparing spreadsheets of daily sales, data entry in a software, etc. Work that can be done on a computer system and does not require actual visits or direct face-to-face coordination with clients. Though it may require inter-department coordination and collaboration. One should have good computer skills, communication skills, written skills, etc. Have to be thorough with the office applications such as MSWord, MS Excel.

There will be test and interview. Selected candidates will be on probation for 3 months during which their CTC will be Rs.145500 + PG, ESIC ,Incentives.

In in the initial 3 weeks of these three months, candidates will have to undergo training for which they would need a laptop / desktop with internet connection at home.

After successful completion of this training, candidates will get computer system from company.

Candidates should be ready to work both from home and from office at Raipur as per COVID situations.

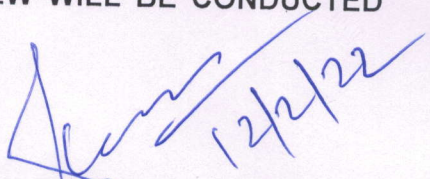
Monday to Friday shall be working days. Saturday and Sunday are fixed off.

INTERESTED SAI COLLEGE FINAL YEAR UG AND PG STUDENTS & EX STUDENTS OF SAI COLLEGE OF ANY SESSION SHOULD FILL UP THE GOOGLE FORM BELOW ON OR BEFORE 5 PM, 14th FEBRUARY 2022.

IMPORTANT – ONLY INTERESTED CANDIDATES WHO WILL SURELY ATTEND THE INTERVIEW AND WHO ARE WILLING TO JOIN ON SELECTION SHOULD APPLY. THOSE WHO WOULD REGISTER AND WILL NOT COME FOR INTERVIEW WILL BE DEBARRED FROM ANY FURTHER CAMPUS DRIVES / ACTIVITIES

ORIENTATION BY COMPANY OFFICIALS, TEST AND INTERVIEW WILL BE CONDUCTED SOON AT SAI COLLEGE, BHILAI.

JOB ROLES & OTHER DETAILS ARE AS BELOW.


12/2/22

DIRECTOR DIRECTOR
SAI MAHAVIDYALAYA
Sector-6, Bhilai (C.G.)

STREET-69, SECTOR-6, BHILAI, CHHATTISGARH - 490006

Tel.: 9630301027, 7024886996, Email : director@saicollege.in
www.saicollege.org

Job Role and responsibilities

- The primary task of a BPO executive is to handle queries from customers or clients and provide them with a solution.
- Must show the willingness to learn new things every time and then.
- Have to reach supervisor or team leader for any concern
- Giving a resolution to the customers or clients should be the whole and sole responsibility.
- Effective in providing customer service & resolution to their complicated queries and issues.
- Efficient in goal setting and should be able to avoid any escalations by maintaining the relevancy and quality in work.
- Need to be flexible enough to adapt to any environment or changes happening in the sector.
- Should be patient enough and quite motivated towards learning new things and execute it effectively on day to day basis.
- A person should also have a clear view of what the current market trend is.
- Should be proactive and enthusiastic in performing new tasks or handling new challenges
- Need to concentrate on giving billing and non-billing task will be avoided.
- One should always follow the protocol.
- Associate has to effectively deal with the customers within a time.
- Self-motivation to work under his/her own initiative
- Maintains exceptional service and integrity with customers and client accounts through accurate, timely, relevant, and quality work efforts of all inventory assigned to the self-pay billing revenue cycle.
- Ability to proficiently use computer and standard office equipment
- Knowledge, understanding, and compliance with company policies and procedure
- Maintain the appropriate level of work activity according to work standards and establish work processes to ensure timely certification
- Should maintain the data confidentiality and follow the norms and procedures of the company
- Ability to prioritize and organize work in a multitasked environment



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Job requirements and qualifications for PE Trainee

- Fresher / Experienced can apply.
- Any Sai College student who is a Graduate or a Post Graduate can apply. Final Year students of Sai College can also apply, but such selected final year students will be appointed after their results are declared.
- Should have good Oral and written communication.
- Should be a computer literate.
- Need to be flexible with any shift (Night Shift Mandatory)
- Good in MS Office
- Strong organizational skills; attention to detail.



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