



JOB PROFILE: ASSISTANT RELATIONSHIP OFFICER

FUNCTION: Outbound Sales

DATE: 1st of Feb'2025

REPORTS TO: Team Leader

OVERVIEW

RupeeQ is a one-stop marketplace for easy loans & credit. We are India's emerging go-to platform for online loans & credit cards. An Online Finance Marketplace Empowering Consumers (to get the best deal) and Financial Institutions (to save time and cost).

Job Responsibilities:

- Candidates should be responsible for driving sales by developing communications with the validated customers who have applied on RupeeQ.com.
- Candidate should be comfortable with sales profile with Finance/Marketing background
- Should provide the product knowledge to customers and resolving their queries over calls and mails.
- Should become link in between networked financial institutions and customers and help customers in getting their queries resolved on time by them.
- Able to communicate with customers of diverse background, should understand their needs and help customers by resolving their issues and coordinate with banks and nbfc's to provide customers with best of their services.

Desired Candidate should:

- Fresher with excellent communication skills.
- Qualification required – BBA,B.com/MBA
- Passionate enough to drive the sales (Outbound sales)
- Possess excellent communication skills- Written and Verbal.
- Can interact with the customers of diverse backgrounds and possess relationship building Skills.
- Good Knowledge of Microsoft excel and internet.
- Can comfortably interact with the customers on call and mails.
- Can adhere to the quality parameters.
- Track customer feedback for continuous improvement and converting them into action plans.
- People from Banking/Finance domain will get an added advantage