

WORK VAPOR

Job Link: <https://workvapor.in/jobs/customer-care-executive-chat-support-email-support-excel-359054/>

HIRING ORGANIZATION

WintreeTech Pvt Ltd

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Malad West Mumbai, India
? Remote work from: India

DATE POSTED

? June 18, 2026

CUSTOMER CARE EXECUTIVE, CHAT SUPPORT, EMAIL SUPPORT, EXCEL

BASE SALARY

INR 50000 - INR 300000

DESCRIPTION

WintreeTech Pvt Ltd

Hybrid Work

Location: Malad West Mumbai

Salary ?50,000 to ?3 LPA

WintreeTech Pvt Ltd is hiring Customer Support Executives. Freshers and experienced candidates can apply. Women candidates women returning to work and ex-defence personnel are preferred.

Contact on WhatsApp: +91 9987029015

About The Work

This profile includes customer support through phone email and chat channels. Candidates will help customers solve queries and provide service support in a professional way.

- Handle customer queries
- Support customers through chat
- Handle email process
- Provide desk support
- Maintain customer records
- Coordinate with internal teams
- Track customer interactions
- Support issue resolution

Skills Needed

The company needs candidates with good communication and problem solving ability.
Excel knowledge is important for this role.

- Advanced Excel
- Pivot Tables
- VLOOKUP
- XLOOKUP
- Basic macros
- Chat support
- Email support
- Problem solving
- Customer handling

Additional Knowledge

Candidates with payment gateway service understanding will get preference.

- Payment gateway basics
- Technical support understanding
- Ticketing tools knowledge
- Troubleshooting skills
- Client support experience

Who Can Apply

Freshers and candidates with up to 2 years experience can apply. Any graduate is eligible for this profile.

- Any graduate
- Freshers welcome
- Good communication
- Customer focused attitude
- Ability to work in fast environment

Work Environment

This is a hybrid work profile based in Malad West Mumbai. Candidates should be comfortable working with customer support systems and handling multiple queries.

Interested candidates can share resume directly on WhatsApp.

WhatsApp Resume: +91 9987029015

SKILLS

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QUALIFICATIONS

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