WORK VAPOR

Job Link: https://workvapor.in/jobs/customer-service-executive-2/

CUSTOMER SERVICE EXECUTIVE

BASE SALARY

INR 5000 - INR 6000

DESCRIPTION

Job Role: Customer Service Executive

Company: WM Universal Solutions
Job Type: Full-Time, Permanent
Work Mode: On-Site / In Person
Location: Gurugram, Haryana
Experience: 0–2 Years
Process: Non-Voice / Customer Service
Working Days: 5 Days a Week
Shift: Rotational Shifts
Weekly Off: Rotational
Openings: 10
Education: Any Graduate
Salary: Not Disclosed
Hiring Type: Walk-In Interview

HR Contact: Shachi Sharma
Phone: +91 7428923169

Walk-In Interview Details

Dates: 16 September – 18 September
Time: 2:00 PM – 4:00 PM
Venue: 10th Floor, Tower E & 11th Floor, Tower D & E, Grand Canyon, ASF Insignia SEZ, Gwal Pahari, Gurgaon–Faridabad Road, Gurgaon – 122003

WM Universal Solutions is hiring **Customer Service Executives** for a non-voice customer service process in Gurugram. Freshers and candidates with up to 2 years of experience can apply.

HIRING ORGANIZATION

WM Universal Solutions

EMPLOYMENT TYPE

Full-time

DATE POSTED

? September 20, 2026

JOB LOCATION

122001, Gurugram, Haryana, India

The selected candidate will handle customer queries, provide accurate information, and resolve issues professionally. Good English communication, basic computer skills, and a customer-focused approach are required.

Key Responsibilities

- Handle customer queries through non-voice channels.
- Provide accurate information to customers.
- Resolve customer issues efficiently.
- Maintain professional and clear communication.
- Work with team members to meet service standards.
- Handle different customer situations patiently.
- Maintain customer satisfaction.
- Complete assigned customer service tasks on time.

Requirements

- **Excellent spoken English and communication skills.**
- Positive attitude and customer-first approach.
- Ability to multitask.
- Good organizational skills.
- Comfortable working in **rotational shifts**.
- Comfortable with rotational weekly offs.
- Basic computer knowledge.
- Good typing speed.
- **Freshers can apply.**
- Up to 2 years of customer service experience is preferred.

Key Skills

- Customer Service
- Non-Voice Process
- Chat Support
- Email Support
- Customer Query Handling
- Communication Skills
- Problem Solving
- Typing
- Computer Skills
- Customer Handling

What the Company Offers

- **5-day work week.**
- Friendly and inclusive work environment.
- Career growth opportunities.
- Fast-paced customer service experience.
- Internal growth opportunities.

How to Apply

Interested candidates should attend the **walk-in interview** at the given venue.

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