

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/customer-service-executive-mutual-fund-support/>

## HIRING ORGANIZATION

Kotak Mahindra Bank

## EMPLOYMENT TYPE

Full-time

## JOB LOCATION

Mumbai, India

## DATE POSTED

? April 11, 2026

## CUSTOMER SERVICE EXECUTIVE – MUTUAL FUND SUPPORT

### BASE SALARY

INR 400000 - INR 450000

### DESCRIPTION

**Company:** Kotak Mahindra Bank

**Location:** Thane, Navi Mumbai, Mumbai (All Areas)

**Job Type:** Full-time (Direct Payroll)

**Experience:** 0 – 4 Years

**Salary:** Up to ?4.5 LPA (based on interview)

#### Contact Details:

- Phone / WhatsApp: +91 7030021322

### Job Overview

- Hiring Customer Service Executives for Mutual Fund support
- Voice blended role (calls, email, and chat support)
- Work on retail liability and investment-related queries
- Immediate joining opportunity

### Key Responsibilities

- Handle inbound customer calls professionally
- Respond to queries via email and chat
- Provide information on mutual funds, SIPs, NAVs, and transactions
- Resolve customer issues within given time
- Maintain proper records of interactions
- Ensure high customer satisfaction
- Cross-sell relevant banking and investment products

## Eligibility Criteria

- Graduation mandatory (any stream)
- Age: 20 – 30 years
- No education or employment gap more than 6 months
- Good English communication skills (spoken and written)
- Freshers and experienced candidates can apply

## Working Details

- Rotational day shift (7 AM to 8 PM)
- 9 hours shift (including breaks)
- 8 weekly offs per month
- Open to work on weekends and holidays

## Benefits

- Direct payroll with bank
- Growth opportunities in banking sector
- Stable full-time role

## How to Apply

- Call or send your CV on WhatsApp to schedule interview
- Contact: +91 7030021322