

WORK VAPOR

Job Link: <https://workvapor.in/jobs/customer-support-and-crm-operations-part-time-freelance/>

CUSTOMER SUPPORT AND CRM OPERATIONS – PART-TIME FREELANCE

DESCRIPTION

Company Name: Megaaudio International Ltd
Location: Ashok Vihar H.O, Delhi (Hybrid – Work from home + Office)
Job Type: Part-time, Freelance
Salary: Not specified (as per role/project)
Contact: ho@autordx.com | +91 9871167297

Description:

Key Responsibilities & Work

- Manage and update customer data in CRM software
- Handle customer queries, complaints, and follow-ups
- Coordinate with sales and service teams
- Maintain customer records, purchase history, and feedback
- Respond to customers via calls, WhatsApp, email, and social media
- Generate daily and weekly CRM reports
- Track leads, conversions, and engagement
- Improve customer satisfaction and retention

Eligibility & Skills Required

- Bachelor's degree in Business, Marketing, or related field
- Minimum 6 months experience in CRM or customer support
- Good communication skills (Hindi & English)
- Knowledge of CRM tools, Excel, and data management
- Strong problem-solving and customer handling skills

Work Setup & Flexibility

- Hybrid work (Delhi office + remote work)
- Part-time / freelance role
- Flexible working based on tasks

Why Join This Role

HIRING ORGANIZATION

Megaaudio International Ltd

EMPLOYMENT TYPE

Part-time, Contractor

JOB LOCATION

Delhi, India

? Remote work from: India

DATE POSTED

? March 28, 2026

- Opportunity to work in automobile accessories industry
- Hands-on experience in CRM and customer handling
- Flexible work structure

How to Apply

Send your updated resume via email or WhatsApp.

? Email: ho@autordx.com

? WhatsApp: +91 9871167297