

WORK VAPOR

Job Link: <https://workvapor.in/jobs/customer-support-executive-cse-remote-it-services-digital-solutions/>

CUSTOMER SUPPORT EXECUTIVE (CSE) / REMOTE – IT SERVICES / DIGITAL SOLUTIONS

BASE SALARY

INR 5000 - INR 10000

DESCRIPTION

Position: Customer Support Executive (CSE)

Industry: IT Services / Digital Solutions

Location: India (Remote – Work From Home)

Employment Type: Full-time, Fresher

Salary: ?5K/Month

HR Contact: +91 9032427197

Email: wedigitalsolutions22@gmail.com

Main Responsibilities:

- Handle inbound and outbound calls with customers
- Reply to client queries via WhatsApp, email, or phone
- Explain company services and digital solutions clearly to clients
- Maintain records of customer communication in CRM systems
- Coordinate with internal teams for project updates and client support
- Provide both pre-sales and post-sales support
- Follow up with inquiries and potential leads
- Resolve client concerns with a polite and professional approach

Project Coordination Tasks:

- Communicate with teams and clients regarding project progress
- Track timelines, updates, and deliverables for digital projects
- Organize meetings and record project requirements
- Maintain accurate documentation in CRM or company systems

Skills Required:

- Strong communication skills in English
- Basic computer knowledge (MS Office, email handling)
- Ability to multitask and manage time efficiently
- Problem-solving and customer handling ability
- Basic knowledge of Excel preferred (training available if needed)

Eligibility:

- Bachelor's degree or equivalent qualification preferred
- Freshers are welcome to apply
- Good communication and learning attitude required

Benefits:

- Cell phone reimbursement
- Internet reimbursement
- Paid sick leave
- Work from home flexibility

How to Apply:

Send your resume to wedigitalsolutions22@gmail.com or contact via WhatsApp/Call at +91 9032427197

HIRING ORGANIZATION

We Digital Solutions

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

India

? **Remote work from: India**

DATE POSTED

? *March 15, 2026*