

WORK VAPOR

Job Link: <https://workvapor.in/jobs/freshers-customer-support-executive-hybrid-361341/>

FRESHERS CUSTOMER SUPPORT EXECUTIVE – HYBRID

BASE SALARY

INR 50000 - INR 300000

DESCRIPTION

WintreeTech Pvt Ltd

Customer Support Executive
Mumbai (Malad West)
Hybrid Job
Salary ₹50,000 to ₹3 LPA

WintreeTech Pvt Ltd is hiring Customer Support Executives. This role is suitable for freshers and candidates with up to 2 years of experience. Women candidates, women returning to work, and ex-defence personnel are preferred.

Contact HR: +91 9987029015 (WhatsApp)

About The Role

The company is looking for customer-focused candidates who can assist clients, solve queries, and provide support through phone, email, and chat channels.

Key Responsibilities

- Review customer data through the system
- Provide desk support to clients
- Respond to customer queries via email and chat
- Share accurate product and service information
- Resolve complaints and issues professionally
- Record customer interactions in the system
- Coordinate with internal teams
- Maintain customer satisfaction

HIRING ORGANIZATION

WintreeTech Pvt Ltd

EMPLOYMENT TYPE

Full-time

JOB LOCATION

400001, Mumbai, Maharashtra, India
? Remote work from: India

DATE POSTED

? June 24, 2026

- Support reporting and tracking activities

Required Skills

Candidates should have strong communication and problem-solving skills. Advanced Excel knowledge is an important requirement for this role.

- Advanced Excel
- Data Analysis
- Pivot Tables
- VLOOKUP
- XLOOKUP
- Basic Macros
- Chat Support
- Email Support
- Customer Support
- Technical Support
- Problem Solving
- Query Resolution
- Client Support
- Help Desk Operations
- Ticketing Tools
- Troubleshooting

Eligibility Criteria

- Any Graduate can apply
- Freshers can apply
- Up to 2 years of experience
- Good written and verbal communication
- Customer-oriented mindset
- Ability to work in a fast-paced environment
- Knowledge of Payment Gateway Services preferred

Why Join WintreeTech?

WintreeTech provides IT support, customer operations, HR support, marketing, and data management services. The company focuses on helping businesses improve efficiency and growth through technology-driven solutions.

How To Apply

Interested candidates can share their resume through WhatsApp.

WhatsApp: +91 9987029015

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EXPERIENCE

Good written and verbal communication