

WORK VAPOR

Job Link: <https://workvapor.in/jobs/sales-crm-assistant-female-sahnewal-ludhiana/>

HIRING ORGANIZATION

Confidential

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Sahnewal, 141120, Ludhiana, Punjab, India

DATE POSTED

? April 6, 2026

SALES / CRM ASSISTANT (FEMALE) – SAHNEWAL, LUDHIANA

BASE SALARY

INR 15000 - INR 18000

DESCRIPTION

Job Role: Sales / CRM Assistant (Female)

Qualification: B.Com / MBA (Preferred)

Experience: 0–6 Months (Freshers Can Apply)

Location: Sahnewal, Ludhiana

Work Address: Plot No-30, Guru Gobind Singh Industrial Enclave, Umedpur, Sahnewal, Ludhiana, Punjab – 141120

Job Type: Full Time

Salary: ₹15,000 – ₹18,000 per month

Contact Details:

Phone / WhatsApp: 6283367497

Email: hr@dhandsteels.com

About the Role

This role is for a Sales / CRM Assistant who will support sales operations and manage customer relationships. Ideal for freshers or candidates starting their career in sales and customer handling.

Key Responsibilities

- Handle customer queries via calls, WhatsApp, and email

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- Maintain and update customer data in CRM system
- Follow up with leads for orders and payments
- Coordinate with sales team for order processing
- Prepare reports on sales and customer activity

Requirements

- B.Com / MBA preferred
- Basic knowledge of CRM or computer systems
- Good communication skills
- Detail-oriented and organized
- Willingness to learn and grow

Why Apply

- Fresher-friendly opportunity
- Hands-on experience in sales and CRM
- Stable full-time role
- Immediate joining available

How to Apply

Send your CV or contact directly using below details:

Phone / WhatsApp: 6283367497

Email: hr@dhandsteels.com