

Zomato

Recruitment Opportunity for 2015 Batch

Company Name	:	Zomato
Website	:	www.zomato.com
Date	:	17 th Oct 2016 (Saturday)
Time	:	10:00AM
Designation	:	Associate – Order Management
Venue	:	3rd Floor, 139-P, Sector 44, Gurgaon Landmark: Near Epicenter; opposite Gold Souk. Google Maps link: http://goo.gl/L9dB4x
CTC	:	3.2 – 3.6 LPA
Requirement		<ul style="list-style-type: none">▪ Graduates with 0 - 2 years of work experience▪ Excellent communication & comprehension skills in English and Hindi▪ Excellent attitude and a good team player▪ Smart, enthusiastic and pro-active individuals▪ Temperament for providing exceptional customer experience▪ Basic computer and operational MS-Office knowledge▪ Ability to work in a highly charged environment without compromising on quality
Responsibilities	:	<ul style="list-style-type: none">• Handle merchant outbound calls on the helpline number Track each call, issue and maintain records• Coordinate with new/existing merchants towards excellent experience• Liaison with intra departments towards seamless operations• Monitor merchant activities through internal tools• Call merchants to report software issues affecting Zomato application• Analyze data and provide product related feedback – urgent issues• Actively participate in team meetings.

Note- Interested Candidates are required to fill the Registration form. Candidates who have filled the form will only be allowed for the hiring drive.

Documents Required (Mandatory)

1. Passport Size Color Photos - (5 Nos.)
2. Photocopies of all Mark sheets (X, XII, B.Tech All Semesters)
3. Updated Resume - (5 Nos.)
4. A4 sheets for rough work – (Min 10 Rough Sheets)

My Best Wishes,

Prof. (Dr.) Ajay S Rana

Director - ATPC