



Symbiosis Centre for Distance Learning (SCDL)

Symbiosis Bhavan, 1065B, Gokhale Cross Road, Model Colony, Pune-16

Tel: 020-66211000, Fax: 020 -66211040, 66211041

Website: www.scdl.net

Dear Sir/Madam,

Kindly fill up the below format for our ready reference.

Brief about the Company	doodle' Designs Pvt. Ltd. Established in the year 2010. An organization catering to Graphic and Print requirements with excellent business ethics. doodle' Designs Pvt. Ltd. has 140+ skilled Graphic Artists with each employee having at least 3 years work experience.
Current Opening (Designation)	Customer Support Representative – Non Voice / Voice
Profile of the Candidates	Competencies: Excellent chat and phone skills Strong English communication skills Good technical aptitude Strong skills in Word, Excel, PowerPoint and Web forms Strong attention to organization and detail Job Description: Responding / Handling all queries via inbound / outbound calls with customer. Initiating and implementing corrective action as needed in order to ensure that an excellent standard of service and a high level of customer satisfaction is maintained. Resolving all issues promptly, thoroughly within the given time frame. Willingness to work in night shifts. Experience: 1 to 3 years of experience will be an added advantage. (Preferred international calling experience) Freshers can also apply
Locations	Pune
Number of Candidates	4
CTC / Pay Package	Salary will depend on experience and skill sets.
Date of Joining	Immediately
Selection Process & Criteria	Initial HR Round + English Test + Technical Round + Manager Round + Final Round with HR

Contact Person: Ms. Sucheta Sontakke / Ms. Harsha Prakash

Contact No: 7720031601 / 9881195251

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Website: www.doodleall.com

With Warm Regards,
Enrollment Department.