



CSR Cell,
University of Allahabad,
Prayagraj, U.P. (India)



Placement Opportunity with “Open Mind”

About the Organization	Overview of Open Mind: Open Mind has fully integrated centers spread in 4 different locations. All centers are equipped with latest Servers, with proper Disaster Management recovery policy in place. We have a solution to any outsourcing problem you may have- or may dream of! Open Mind believe in the Philosophy of working for our clients, looking out for their pain areas and working out an appropriate solution for them. We have expertise in both Voice and Non Voice based activities especially in the field of Helpdesk management, customer care and Patient Care (Tele Medicine). (http://www.openmind.in/)
Eligibility	Must be a Graduate . <ul style="list-style-type: none">• Must know English/ Hindi language very well.• Should have basic knowledge of Computers
Compensation	Salary will be Upto 20,000 INR per month . Additional, other organizational benefits.
Job Description	Customer Care Executive: - (Medanta Hospital) You will be responsible for: - <ul style="list-style-type: none">• To respond to all incoming calls within a specified TAT.• Satisfactorily respond and give answers to the people calling in.• Book appointments of the doctors on the portal.• Call back to the patients in case of rescheduling of appointments.• Give exact information about the various facilities in the hospital.• Help patients understand the working of the hospital.• This job may require candidate to work on a Roaster as the Hospital works 24/7.• Shifts will be fixed on a rotational basis to cover all days and all hours.
Job Location	Tower B-2 9th Floor, Unit No 943 Sapze I Tech Park Sec, 49, Main Sohna Road, Gurgaon, Haryana, 122018.
Registration Link	https://forms.gle/Yncb9YkcidJCVERA
Last Date to apply	22nd June, 2022

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