

# **T&M Services Consulting Pvt Ltd**

## **Internal Current Openings**

### **1. Tender Associate / Sales Associate**

**Generate business through online portals like GEM PORTAL**

- Online searching for Tendering and Bidding (Tendering India, GEM)
- PREPARING documentation and coordination for various certification
- Ensure the adequacy of sales related paperwork for the sales team!
- Handle the processing of all orders with the accuracy.

#### **Skills and Qualification-**

Graduate in any stream - B.A, B.COM with equivalent 0-2-year maximum experience

### **2. Payroll Executive**

**Job Location:** Dahisar (Mumbai)

#### **Job Description:**

- Candidate should have hands on Payroll experience in Industrial / Corporate sector for a minimum of 0 to 2 years.
- Candidate should have done payroll of around 100+ employees.
- Should be a thorough Professional in MS Excel. (Advance Excel)
- Should be able execute the maker and checker concept from Ground level up for Different Locations
- Thorough knowledge of basic, ESIC, PF, Gratuity and Bonus Calculations is a Must.

**Salary:** As per Industries.

**Benefits:**

- Leave encashment
- Paid time off
- Provident Fund

**Schedule:**

- Day shift

**Supplemental pay types:**

- Yearly bonus

### **3. Business Development Executive**

Perks and Benefits: Best in the industry.

**Education** – MBA in Marketing

**Work Timing:** 10 Am to 6.30 Pm

**Working Days:** Monday to Saturday.

**Work Location:** Mumbai

**Roles and Responsibilities:**

- Should possess strong experience in VOIP sales and sell VoIP services to potential customers.
- Cold Calling, and setting up appointments, and meetings with the sales managers for lead Generation.
- Contact potential customers via outbound telephone calls and cold calling for the purpose of selling VoIP products and services.
- Maintain a pipeline of qualified, prospective clients.
- Follow up with clients. Keep a track of potential customers and their requirements.
- Assist and guide customers with all the required knowledge of the services.
- Address all complaints of the customers and make sure that they are resolved in time and within the guidelines given.
- Sending proposals and following up for any pending payments with clients.

- Ensure the premium level of client satisfaction in one phone call.
- Meeting monthly and quarterly targets.

**Desired Candidate Profile:**

- 0-3 years of experience in B2B Sales, targeting Call Centres, Corporates, and Enterprises with good communications
- Should have sound knowledge on IT Technologies& Non-Technologies.
- Good Excellent written and oral communication.
- Should be willing to travel for meetings (If required).
- Proactive and creative thinker.
- Responsible for achieving the assigned targets.
- Self-Starter and highly motivated.
- Strong interpersonal, influencing, and negotiation skills.
- Willingness to learn and be creative within the role.
- Need to have a hunger for achieving targets.
- Freshers are also welcome.

**Apply Here-**

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