

Analytix Main

<https://analytix.org/job/client-relationship-executive/>

Client relationship Executive

Description

We are a business consultancy firm specializing in financial services, management, and business setup across the Middle East. Our headquarters is located in Ernakulam, and we are seeking a Customer Relationship Executive to join our team.

We are excited to offer an opportunity for recent graduates with a business background to join our team as Customer Relationship Executive. In this entry-level role, you will be responsible for managing client communications and ensuring smooth and effective interactions via phone and email.

Responsibilities

- Manage client communications through phone and email, providing timely and professional support.
- Use MS Office applications to create, manage, and maintain documents, presentations, and reports.
- Maintain accurate tracking sheets to organize and oversee tasks and projects.
- Collaborate with team members to ensure effective communication and coordination.
- Assist in scheduling and coordinating client meetings, ensuring all necessary information is prepared.

Qualifications

- Recent graduates with an MBA or Bachelor's degree in Business or a related field.
- Freshers are welcome.
- Proficiency in English is essential.
- Preference for male candidates.
- Strong written and verbal communication skills are required.
- Fluency in English to deal with International clients.

Contacts

Join Our Team!

If you're interested in exploring our job openings, feel free to reach out to us directly.

Contact Us:

Phone: +91 9567802201 / +91 9567801710

Email: hire@analytix.org

We look forward to hearing from you!

Hiring organization

Analytix Fintech International Pvt Ltd

Employment Type

Full-time

Job Location

Kacheripady, 682018, Kochi, Kerala, India

Date posted

November 28, 2025