# **United Arab Emirates Jobs Expertini®**

#### Immigration Sales Consultant Jobs In Dubai | Western Documents Clearing Services

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Company: Western Documents Clearing Services

Location: dubai

Category: other-general

Immigration Sales Consultant Jobs In Dubai | Western Documents Clearing Services

Job Description

Responsible for providing the clients with advice and guidance on how best to obtain required documentation to migrate internationally.

Handling client queries over the phone, email and during meetings.

Follow up with the clients through WhatsApp, Emails and Calls as needed.

Able to build a strong working relationship with existing as well as new clients.

Maintain and manage the client data and privacy as per company policy and procedures.

Respond to incoming calls and emails properly.

Must have strong communication and negotiation skills

Contact potential or existing customers to inform them about the service.

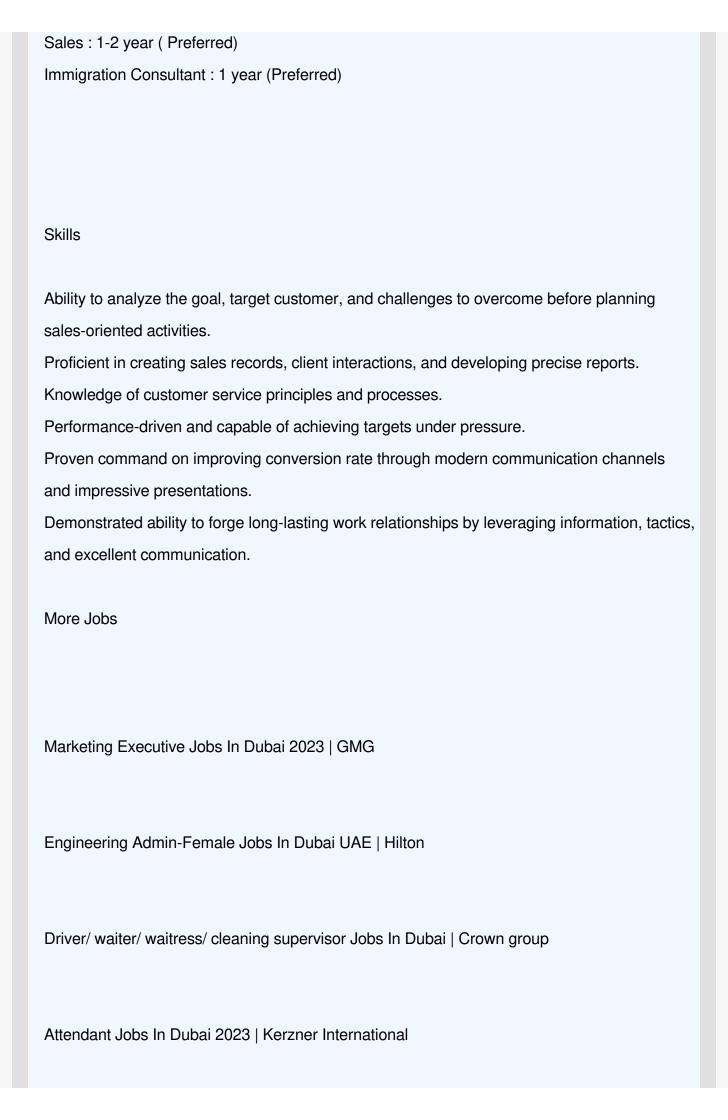
Assist in the planning and preparation of meetings and conference telephone calls.

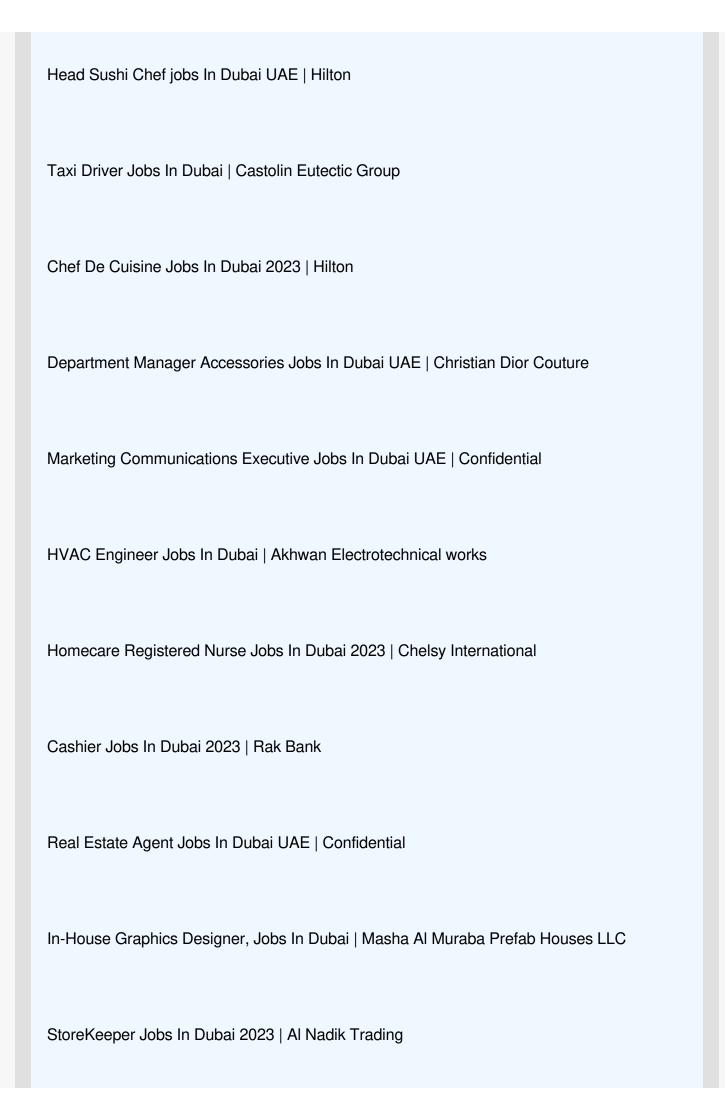
Knowledge of Microsoft office applications.

Good telephone, verbal, and written communication skills.

Preferred Languages : English, Hindi(Fluent)

Experience:





Shipping Supervisor Jobs In Dubai UAE | Chalhoub Group

Logistics Coordinator – Intern Jobs In Dubai UAE | Siemens

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