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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:

Sales : 1-2 year (Preferred)

Immigration Consultant : 1 year (Preferred)

Skills

Ability to analyze the goal, target customer, and challenges to overcome before planning sales-oriented activities.

Proficient in creating sales records, client interactions, and developing precise reports.

Knowledge of customer service principles and processes.

Performance-driven and capable of achieving targets under pressure.

Proven command on improving conversion rate through modern communication channels and impressive presentations.

Demonstrated ability to forge long-lasting work relationships by leveraging information, tactics, and excellent communication.

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