



**AMBRELANEXUS BPO**  
AND DIGITAL SERVICES PRIVATE LIMITED

An ISO-Certified Digital IT Company  
Also Registered From  
Ministry of Corporate Affairs, Government Of India  
Corporate Identification Number: U82199JH2023PTC021533

## CORPORATE OFFICE

309-B  
3<sup>rd</sup> Floor, Estate Plaza  
Behind Mangal Tower, Kantatoli  
Ranchi-834001 Jharkhand, India

### INTERVIEW CALL LETTER

We are contacting you on behalf of your job application on the Job Portal for the position of Customer Relationship Executive. We are an IT-Based organization, registered under the Ministry of Corporate Affairs, Government of India. We are setting up our corporate office in Ranchi, Jharkhand, India.

Relevant details have been shared below about the job and the company. For further details, you may contact us below at the given number.

<b>Position</b>	Customer Relationship Executive
<b>Company Name</b>	Ambrelanexus BPO & Digital Services Private Limited
<b>Corporate Office Address</b>	309-B, 3 <sup>rd</sup> Floor, Estate Plaza, Behind Mangal Tower, Kantatoli, Ranchi-834001, Jharkhand, India
<b>Job Timing</b>	09.30 am - 06.30 pm
<b>Duty</b>	26 Days (Sunday Off)
<b>Salary</b>	Rs. 12,000 Per Month + Performance Bonus (Approx. Rs. 5000 Per Month)
<b>Age</b>	21 - 35 Years
<b>Minimum Qualification</b>	Graduation & Above (Experienced Intermediate Applicants Are Welcome)
<b>Prefer</b>	Experienced, Personal Laptop, Married, And Nearby Located Applicant Will Be Preferred First
<b>Mandatory</b>	Computer Friendly, Pleasant Communication and Must Have a Smart Phone

#### DOCUMENTS REQUIRED

#### WORK CENTER

Passport Size Photo* Resume* Identity & Address Proof* Certificate ( <b>Last Qualification</b> ) DCA / Computer Certificate ( <b>Not Mandatory</b> ) Letter Of Appointment ( <b>If Experienced</b> )* Salary Slip & Experience Letter ( <b>If Experienced</b> )*  <b>Note: Documents will require in the time of an interview.</b>	<b>Ambrelanexus BPO &amp; Digital Services Private Limited</b>  309-B 3 <sup>rd</sup> Floor, Estate Plaza Behind Mangal Tower Kantatoli Ranchi-834001, Jharkhand, India  <b>Timing : 11.00 AM - 04.00 PM (Monday - Saturday)</b>
--	--

With Best Regards,

Ankit Tiwary

**Ankit Tiwary | Sen. HR Manager**  
**Ambrelanexus BPO & Digital Services Private Limited**

309-B  
3<sup>rd</sup> Floor, Estate Plaza  
Behind Mangal Tower  
Kantatoli  
Ranchi-834001, Jharkhand, India  
**Mobile & Whatsapp: +91 9709 518 029**  
**Phone Number: +91 651 291 33 32**  
**Email Id: ambrelanexus@gmail.com**  
**Website: [www.zeetechmanagement.com](http://www.zeetechmanagement.com)**



An ISO-Certified Digital IT Company  
Also Registered From  
Ministry of Corporate Affairs, Government Of India  
Corporate Identification Number: U82199JH2023PTC021533

309-B  
3<sup>rd</sup> Floor, Estate Plaza  
Behind Mangal Tower, Kantatoli  
Ranchi-834001 Jharkhand, India

**JOB DETAILS - CUSTOMER RELATIONSHIP EXECUTIVE****COMPANY DETAILS:**

We are an ISO Certified Digital IT Company registered under the Ministry of Corporate Affairs, Government of India. Engage in participating tender with government and private portal related to projects under Data Entry Services & Digital IT Services Like (Web Creation, App Development, Search Engine Optimization, Content Writing and many more).

**JOB DETAILS:**

- #01. It's a counseling, online recruitment and training job profile.
- #02. Previous work experience in a similar role.
- #03. Solid verbal and written communication skills
- #04. Basic training will provided. Applicant must have a smart-phone and good communication skills In **Hindi & English**.

**BASIC DETAILS ABOUT THE OFFERED POSITIONS**

- #01. We have already been guided about the offered positions on the first page. Only experienced applicants can apply for the offered positions. Job timing and duty have also been clarified.
- #02. Applicants who don't have the experience documents will be selected on the basis of the interview. We have shared the website above. Go through the details above and in case of any assistance, call below at the given number.
- #03. It's a back-office job and seats are limited. So, the applicants who can join on an immediate basis can only come for an interview. The visiting time is between 11.00 am - 04.00 pm as per the date scheduled for an interview.

**MANDATORY**

- #01. Applicants who have well-versed knowledge of computers and good communication skills can only apply.
- #02. Applicants must have a smart-phone.
- #03. Applicants having a personal laptop will be preferred first. Nearby located and married applicants will be preferred first.

**IMPORTANT NOTE**

Kindly read all the above-mentioned details properly and go through the website before coming for an interview and if you are comfortable, may proceed. We welcome and look forward to working with persons having a positive attitude, the ability to frequently learn new skills & target oriented approach.

With Best Regards,

Ankit Tiwary

**Ankit Tiwary | Sen. HR Manager**  
**Ambrelanexus BPO & Digital Services Private Limited**

309-B  
3<sup>rd</sup> Floor, Estate Plaza  
Behind Mangal Tower  
Kantatoli  
Ranchi-834001, Jharkhand, India  
**Mobile & Whatsapp: +91 9709 518 029**  
**Phone Number: +91 651 291 33 32**  
**Email Id: support@zeetech.co.in**  
**Website: [www.zeetechmanagement.com](http://www.zeetechmanagement.com)**