

## **R. J. Tibrewal Commerce College**

### **Placement Notice 17-04-2021**

**E-mail received from prospective employer is as follows. Interested students may directly contact the following company.**

**From:** megha.k@crystalvoxx.com  
**Date:** 17 April 2021 at 1:23:28 PM IST  
**To:** principalrjtcc@gmail.com  
**Subject: Campus Recruitment**

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Hi Team,

I am Megha Kalwani from CrystalVoxx HR Manager here we want to hire fresh talent from your college.

We The **CrystalVoxx Global LLP** a Brand name is US Medical health care and a reputed KPO name in Ahmedabad, Gujarat. We have 3 Branches in India and further in an expansion mode.

We would like to hunt the talent for Position "AR Executive"  
(JD attached)

We would like to interview candidates from your campus so if you could Please share wide range of option and allow us to choose the best talent. We would quiet often require such talent. If you are interested to go ahead kindly revert back or call on 7567328888.

***You may Contact undersigned for any concerns and Query.***

*Thanks & Regards,*

*Megha Kalwani*

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*Thanks & Regards,*

*Megha Kalwani*

*HR*

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## **Job Description for the Position of AR Executive**

### **1. Desired Skills:**

- Any Graduate
- Experience of 1 year in AR Insurance Calling in any of the Healthcare BPO (Voice Process) - Preferred
- Experience of International Calling
- Fresher's with excellent communication can apply
- Ready to Work in Night shifts
- Excellent English communication

### **2. Job Responsibilities:**

- Handle Inbound and Outbound calls from US clients, excluding sales
- Take in-bound calls from US Patients to fix appointments
- Handle out-bound call to resolves insurance related issues
- Verify the credentials of health care professionals