

RAMANUJAN COLLEGE
Accredited Grade 'A++ (3.71)' by NAAC
(University of Delhi)
C.R. Park Main Road, Block H,
Kalkaji, New Delhi-110 019
ISO 9001:2008 Certified Organisation



रामानुजन महाविद्यालय
नैक द्वारा मान्यता प्राप्त ग्रेड ए++ (३.७१)
(दिल्ली विश्वविद्यालय)
सी आर पार्क, मुख्य सड़क, ब्लॉक एच,
कालकाजी, नई दिल्ली- ११००१९
आई एस ओ ९००१:२००८ प्रमाणित संगठन

NOTICE
PLACEMENT & CAREER DEVELOPMENT CELL
Mahindra Finance
Placement Notice

Date- 1st July 2023

Notice No: 230702

About the Company

Mahindra Finance began as a captive financier of Mahindra Utility Vehicles in the early 90s. From Mahindra UVs to tractors to non-Mahindra products, the company has diversified into a financial services provider with a whole suite of financial solutions tailored to the under-served customer in under-penetrated rural markets.

The company also undertakes mutual fund distribution, fixed deposits and personal loans tailor-made to suit its unique customer set. The endeavour of company is to stay deeply connected with the customer begins with recruitment strategy. They consciously recruit employees at the local level, rather than appoint them from cities and depute them to rural branches.

Website: <https://www.mahindrafinance.com/>

Profile:

1. Cashier Accounts
2. Backoffice Accounts

Eligibility: B. com, B. com(H), BMS | 2023 Batch

CTC: 3.11 LPA (In-hand Salary: 21,400)

Job Location:

1. Cashier Accounts– Gurgaon
2. Backoffice Accounts – Punjabi Bagh, New Delhi

Roles and responsibilities:

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1. Cashier Accounts

- Cross Selling Mutual Funds/Fixed Deposit
- Repayment Schedules.
- Creation of Customer code for new cases.
- PDD collection and follow-up while making the Tele verification.
- Generating Hot enquires for Refinance/PL.
- Cash Handling/Receipt cut-off.
- Listing in SN.
- Telecalling in 0-3 Ageing, (Status required on weekly basis) .
- SMS through WEB Module.
- SFC Collection.
- All Branch Register Updation in addition Enquiry Register.

2. Backoffice Accounts

- Handling banking operations like PDC deposition, daily bank balance and Fund transfer.
 - Updating of receipts, CRA, pays in slips as per format and bank statement with relevant and required details.
 - Ensure the collection and filing of the photographs, address proof, signature attest, PDD and PDC collection, Income Papers, Movable and Immovable Properties papers including IT return, Pass Book copy and P&L of all contracts.
 - Sending notices to customers.
 - Preparing and assisting in clearing Bank reconciliation, Processing files, business registers updating and business reports.
 - Follow up with Branch manager and Executives for deviation notes of pre cleared, repossessed stock sold.
 - Maintenance of registers as per H.O. guidelines.
 - Coordination for the timely NOC processing and its dispatch to customer.
 - Preparing preclusive workings and worksheets.
 - Handling PDD collections, CRA preparation and entire back office activities.
 - Attending customer inquiries/grievances for security deposit refund, agreement copy, repayment schedule, SOA, final settlements as well as such other client requirements.
 - Coordinating with Field Staff & giving them information on pending dues as well as pending documentation.
 - Timely data flow to HO/ AO in respect of receipts, CRA, bank statements, worksheets, expense vouchers i.e. Bank reconciliation statement on weekly basis, Fund transfer on daily basis, Daily balance to HO, Monthly MIS to be submitted on first of every month
- Skills and Competencies required:**

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Skills & Competencies:

1. Cashier Accounts

- Cashier and computer basics.
- Computer Basics and Documentation.
- Knowledge of MS-office.
- Communication and Good Interpersonal Skills.
- Policy Adherence.
- Customer Focus and team Work.
- Friendly and positive attitude.
- Excellent customer service.

2. Back Office Accounts

- Excellent communication skills.
- Ability to make change.
- Strategic business orientation.
- Result orientation with execution excellence.
- Basic math skills and Attention to detail.

Note: Company is having an interview drive for the same on 10th of July,2023(Monday) at their Regional Office (address mentioned below). Kindly come for the interview in the formal attire with the hard copy of their updated resume.

Department	Role	Branch location	Branch Address
Account	Cashier	Gurgaon	2ND FLOOR, JAI PLAZA, MEHRAULI ROAD, OPP ITI, OLD DLF COLONY, GURGAON M CL TLK, GURGAON DIST, HARYANA 122001

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Account	Back office	Punjabi Bagh	1 ST FLOOR,89-90 TRANSPORT CENTRE,ROHTAK ROAD,PUNJABI BAGH,NEW DELHI,DELHI110035
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Apply at: <https://forms.gle/34wCe4pC4eQbZLwx5>

Last Date to Register: 3rd July 2023

Note: If you are applying for this Placement/Internship Drive, then it is compulsory for you to attend the interview session, if not then you will be **BLACKLISTED**, and won't be able to appear for any further Placement Drives. We at Placement and Career Development Cell work hard to invite companies at the campus to recruit students, but with this behaviour, companies deny to connect with us in further drives.

If your issue is genuine, mail us at placement@ramanujan.du.ac.in explaining why you didn't attend the session.

If your reason would be genuine your name will be withdrawn from the BLACKLIST.