

Job Description

1. Customer Care Executive/ Sales Executive

- Collecting leads, references
- C2C Calls, Telecalling
- Acquisition of new KYC
- Customer delight
- Increase fresh leads through field sales.
- Conduct branch catchment development activities and generate customer leads and converting them to NKYC
- Marketing Activity
- Responsible to attending walk -in clients at Branches.

2. Management Trainee/ Junior Executive

- Coordinate with different Branch staff & managers for closure.
- Responding to customer service issues in a timely manner.
- MIS Report
- Maintaining accurate records & documenting all customer service activities and records
- Supervising day-to-day operations in the customer service department.
- Daily sales activity
- Monitoring interest recovery and Credit
- Generation of daily reports
- NPA Collection and irregularities reports.

Fixed Salary (25,000) + Monthly incentive + bonus Basic Requirements:

- Minimum MBA/ PGDM, age below 28, freshers welcome
- Fixed salary plus incentives and bonuses
- Good verbal and written communication skills
- Proficiency in Basic Computer Skills . Good written and verbal communication skills

Note: Opening at various branches across Odisha including Corporate Office.

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