

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE JAIPUR**

Campus Placement Drive by Kotak Mahindra Bank Ltd.

Details-

Date: 16.10.2023

Time: 10.30 AM

Venue: Conference Room 70/79-84, Sector 7, Patel Marg, Mansarovar, Jaipur, Rajasthan 302020

Looking to add YOUNG talent for on-board freshers on contract of 2 years on payroll of the Bank across the country. In this endeavour, we are looking forward to a long term association.

About Company:

Kotak Mahindra Bank Ltd is a one stop shop for all banking needs. The bank offers personal finance solutions of every kind from savings accounts to credit cards, distribution of mutual funds to life insurance products. Kotak Mahindra Bank offers transaction banking, operates lending verticals, manages IPOs and provides working capital loans. Kotak has one of the largest and most respected Wealth Management teams in India, providing the widest range of solutions to high net worth individuals, entrepreneurs, business families and employed professionals.

Segment: Commercial Banking

Function: Sales/Collections

Designation: As per the Business Vertical

Job Role:

- Sourcing of new business through dealer visit/ Customers visit and achieve monthly targets
- Login on banking portal for registration and documentation
- Ensure that the customer pays the EMI timely for the product
- Relationship management with Old customers/dealers
- Cross selling of commercial products available for the location
- Assist dealer/customer for operational activities related to the product including disbursement
- Provide daily update to reporting supervisor

Job Requirements:

Qualification :

- Full Time Graduate (passouts of FY20-21 & FY21-22)

Candidate Profile :

- 1- Young and enthusiastic candidate keen to work in Banking industry
- 2- Good communication skills, disciplined and well groomed

Salary: In the range of 2.00 to 2.25 L per annum + Kotak Term Group Plan as per policy

Incentives: As per the Business Vertical

Age

Please specify the minimum/maximum age requirement for each position:

- Age limit : 21 to 25

Documents required

Please specify the documents candidates should bring with them, in addition to two copies of their updated resume/CV:

- Passport size color Photo with white background
- Color scan of Aadhar Card (Clear Copy)
- Color scan of PAN Card (Clear Copy)
- Education Qualification Certificate (SSC, HSC, Degree or any other Course, all semester mark sheet or provisional certificate is mandatory)
- Cancelled Cheque / Bank Statement/ Bank Passbook - Candidate Name, Account No. and IFSC Code need to visible on same.