

Duties and responsibilities of Interns during 6 months internship

Roles and responsibilities of interns for below mentioned profiles

1. Interns as JRE and CCE in branches under Delhi NCR

- Proper Documentation of New KYC
- In-house canvas of products (cross selling and up selling of other financial products)
- Interest collection calling
- Win back and NLEC (Now loan to existing customers)
- C2C (click to call) data follow-ups
- Involving in marketing activities at branch level under supervision of branch head
- Collecting customer references
- Takeover data - Surgical strike data follow ups in C2C/ Visiting the catchment area along with branch head
- NPA follow-ups

2. Interns in Marketing Department for Corporate Office New Delhi

- Verification of BTL (Below the Line) Invoice
- Coordination with RMHs (Regional Marketing Heads) and regional vendors for invoice processing
- Coordinate with Finance department for clearing the invoices
- Coordinate with Audit department
- Maintaining the records of invoices for audit purpose

Stipend during Internship: 10,000/- p.m. and will be registered under NATS