

**Broad Job Descriptions for staffs under Direct lending vertical
Customer Service Officer – MIS Officer for Bengaluru Location**

(CTC -₹ 2,07,204/- to ₹ 2,82,864/-)

BASIC Eligibility Criteria

1. Candidate should be local and well versed with local language. Candidates with additional language skill will be given advantage.
2. **Age limit:** 27 years, 3 years relaxation for experienced candidates
3. **Education:** Pre University and/or Degree and above
4. Well acquainted with local areas and cities
5. He/ She should know driving with valid driving license.
6. Female candidates are encouraged to apply
7. Experience from microfinance sector will be given preference

Job Responsibilities

1. Branch hygiene and cleanliness
2. Filing of loan files and files as required at branch
3. Should verify by checking in the original passbook copy and have to send to HO with full responsibility for loan e-transfer
4. Have to do remittance entry and send the remittance details to HO
5. Generation of periodical reports and preparation of various MIS as per the requirement of Branch and HO
6. Verification of staff travel bills and other documents
7. Ensure CBS BOD & EOD run every day
8. Have to coordinate for completing all the joining formalities of new staffs& to send all documents to HO
9. To maintain all required Registers and Files at HO
10. Internal audit of branches
11. Will be responsible for branch compliance issue
12. Should have very good knowledge and understanding of using computer and office related software along with advance knowledge on Excel.

Interested candidate send your resume to careers@nabfins.org.
(<http://nabfins.org/Careers%20with%20Us>)