

Trainee (Apprentice)

1. Brief description of Job-role:

Apprentice is expected to support the back-office operations comprising of demand / collection tracking, data entry, reconciliation of daily collection and remittances, maintenance of records, files and registers, accounting and completing back office management of branch, overdue, PDV (Post Disbursement Visit) and LAR visit (Loan Acknowledgement Receipt) tracking and ensuring timely furnishing information.

2. Responsibilities:

- i. Handling all back-office work pertaining to MIS on demand, collection and remittance and data management
- ii. Responsible for collecting the data related to receipts, remittance, cash retention on daily basis
- iii. Reconciliation of Collections Vs. Remittances on daily basis
- iv. Effective monitoring of loan repayments - Contacting over phone the Groups / Members on due date of repayment
- v. Tracking collection and remittance by the staff on daily basis
- vi. Daily updation of registers and records
- vii. Maintenance / movement of loan documents
- viii. Assisting the Branch in day to day operations
- ix. Assisting in preparing reports
- x. Maintenance of IT assets like desktop, printers, laptops etc. with antivirus and other updates as per IT policy
- xi. Primary level loan document verification
- xii. Insurance claims follow up
- xiii. Any other tasks as assigned by the reporting officer in connection with normal course of functioning of NABFINS

3. Other Terms and Conditions:

- a) Fulfil all duties and responsibilities assigned by your reporting officer
- b) Comply with company policies and procedures
- c) Maintain confidentiality - You shall not discuss or disclose any information of a confidential nature.
- d) Submit "Declaration for Good Health" – Declaring that you are medically fit to undertake the duties assigned to you.
- e) Punctual, attentive and maintain high level of integrity.
- f) You are entitled to avail casual leave days and holidays as per Negotiable Instrument Act. 1881.
- g) Company reserved the right to terminate the apprenticeship without any notice.
- h) You are required to accept the terms and conditions of the letter by affixing the signature

4. Qualification: Graduate holders passed out from 2021 onwards

5. Training period : 6 Months