



MAHARASHTRA RURAL HOUSING & MORTGAGE FINANCE LTD

**Designation: Officer**  
**Sub Department: Finance**  
**Department: Resource & Finance**

**Job Description:-**

- Preparation of data required by Finance Department and any other Department of the Organization.
- Preparation of Monthly Stock Statement for various Banks.
- Preparation of Term Loan Certificates on Monthly Basis.
- Preparation of Finance proposals to be submitted to banks to avail funding.
- Preparation of MIS Reports.
- Assignment Payout reports, Term loan payments and compliance
- Preparation of Assignment Payout Reports.

**Required Skills:**

- Basic understanding of analytical tools and methodologies.
- Strong willingness to learn and grow in the role of a Finance Officer.
- Passionate about exploring innovative methods for process digitization & automation.
- Strong interpersonal and communication skills.
- Attention to detail and commitment to delivering work of a high standard.

**Education Qualification:**

Candidate should have completed Graduation (MBA-Finance, Inter CA)

**Experience:**

Fresher to 2 year experienced

**Salary:**

2.50 LPA to 3.50 LPA