



MAHA RURAL HOUSING & MORTGAGE FINANCE LTD

Designation: Back Office Executive

Sub-Department: Sales Operations

Department: Retail Assets

Job Duties:

- Daily Follow Up With Team On Business Target V/S Achievement / Periodical Drives.
- Inter Departmental Co-Ordination With Sales Team And All Others Touch Points Till Disbursement Of Case.
- Mis Preparation - Daily / Monthly Business Reports And As Required.
- Maintaining Data Bank Of Developer, Dsa, Sanyojak, Referrals.
- Dsar Reports Of Branch To Respective Rm / Asm / Pi
- Tat Sheet Pending Cases Follow Ups To Executives.
- Follow Ups For New Login & Disbursement.
- Lms Missed Call Calling.
- Follow Ups For Part Payment Cases.
- Fb Leads Assignment, Follow Ups & Report.
- System Lms Follow Ups & Calls To Customers.
- Calling Ro/Asm/Bm For Builder Data Updation.
- Tat & Disb Sheet Sharing With Marketing Team & C.O
- Send Dsar Summary Reports To Asm / Pi
- Dsar Non-Performance Followups.
- Follow Ups For Pre-Login Cases.
- Calling To Developers / Dsa / Brokers / Referrals.

Required Skills:

- Should Be Able To Understand The Overall Business Process, Follow Instructions Actively And Add Value.
- Good Verbal and Written Communication Skills in Gujarati, English and Hindi.
- Good Command over Ms Office, Especially On Excel.

Education Qualification:

Candidate should have completed Graduation

Experience:

Fresher with good communication skills or 1 year experience relevant industry

Salary:

According to Industry Standard

