



SURENDRANATH COLLEGE
24/2, M.G. Road, Kolkata 700009

Placement Cell

Announcement

ROLE (1)

ENTITY : KOTAK MAHINDRA BANK LIMITED

Loan Processing Unit Manager (LPU)

Grade: - D0/Junior Associate

Location – TBI

Reporting To – Deputy Manager/Manager

Job Role:

1. Developing relationship with sales team. Gaining product suite know how handling queries.
2. Monitoring of file processing and adherence to TAT for timely closure.
3. Day to day handling of vendors and timely updation and release of payment.
4. Be the pivot of interaction with credit, retail sales and operations team
5. Post processing of loan intimation to RM.
6. Referral closure and payouts
7. To work closely with the sales team and local government body tie up process.
8. Managing MIS on daily basis
9. Quick learner to pick up processes.

Job Requirements: -

Qualification – 12th and/or Graduate Degree preferred

Job Knowledge and experience –

- Should have knowledge of computer functioning.
- Should be tech friendly to learn new process
- Should be a team player & can establish rapport with other team members & stakeholders

Interview Process: -

- Candidate will have 1st round of interaction with operations manager & HR team
- Subsequent round will be with regional sales team
- Interview will be either through online platform or at branch premises

ROLE (2)

ENTITY : KOTAK MAHINDRA BANK LIMITED

Loan Processing Unit Manager (LPU)

Grade: - E0/ Associate

Location – TBI

Reporting To – Deputy Manager/Manager

Job Role:

1. Team leader role – handling junior associates and training them
2. Developing relationship with sales team. Gaining product suite know how handling queries.
3. Monitoring of file processing and adherence to TAT for timely closure.
4. Day to day handling of vendors and timely updation and release of payment.
5. Be the pivot of interaction with credit, retail sales and operations team
6. Post processing of loan intimation to RM.
7. Referral closure and payouts
8. To work closely with the sales team and local government body tie up process.
9. Managing MIS on daily basis
10. Quick learner to pick up processes.
11. Timely follow up with team members
12. Revert to 1st level escalations

Job Requirements: -

Qualification – Graduate Degree preferred

Job Knowledge and experience –

- Should have knowledge of computer functioning.
- Should be tech friendly to learn new process
- Should be a team player & can establish rapport with other team members & stakeholders

Interview Process: -

- Candidate will have 1st round of interaction with operations manager & HR team
- Subsequent round will be with regional sales team
- Interview will be either through online platform or at branch premises

The compensation for the above roles ranges from 1.89 Lacs to 2.51 Lacs as overall fixed compensation with internal designation of Jr Associate or Associate. We would be keen to have the selected team joining us at the earliest possible time.

Apply through this google form link
<https://forms.gle/Xe7bGPwftZkNsRZp7>