

Union Asset Management Company Pvt Ltd

Officer- Customer Service (Third-Party)

Job Profile Details

Placement Cycle	ARKA JAIN University - Placements 2024-25
Job Location	Kolkata
Date of Visit	NA
Position Type	Full Time
Expected Hires	NA
Sector	Customer/Technical Support
CTC	INR 250000
Category	Level 2 - General
Description	<p>NISM Certification is mandatory with computer literacy including windows based application.</p> <p>Job Requirement:- Handling financial and non-financial transaction over the counter. Addressing queries of walk-in investors and distributors. Thorough scrutiny of transactions received before processing the same. Handling of time stamp machine and cheque banking at the branch level. Accessing necessary system to check / make entry of financial and non-financial transaction. Coordinating with RTA branches which are part of the corresponding zone Coordinating with local sales team and address their queries and complaints. Thorough scrutiny of transaction processed in system by RTA on previous business day, Handling calls and mails from distributors and investor and reaching out to them with necessary information. Website - https://www.unionmf.com</p>

Open for Courses

- Jain - Arka Jain University Jharkhand
- MBA (Semester)
- 1. Marketing & Finance

Eligibility Criteria

MBA (Semester)

All students are eligible

Work Experience Criteria

No work experience based criteria defined yet!

Allowed Genders

[Y] Male students
[Y] Female students
[Y] Other Genders

Backlogs

Students with any number of ongoing backlogs are eligible

Hiring Workflow

Written test

No Venue/Time specified

Technical interview

No Venue/Time specified

Additional Info

NISM Certification is Mandatory