

Madam / Sir,

As per the intimation from the recruiter, we are sharing the following information regarding the placement drive for Bajaj Capital Ltd. Kindly share the information to the students of your department or institute so that they may participate in the placement drive.

**Bajaj Capital is Opening its new Branch at Machantala , Ghadi More, Bankura ( WB ).**

**We have manpower requirements for the profiles mentioned below.**

*All selected candidates will be placed in Bankura only.*

**# Please find the JD and Company Profile.**

CRO( Client Relationship Officer-Client Handling) -- 10 **Vacancy**

CCO(Client Care Officer-Tele Calling) -- 8 **Vacancy**

DSO( Data Sourcing office ) - 5 **Vacancy**

# CRO & CCO are in-house profiles and purely official assignments (no fieldwork involved).

**About company :** Bajaj Capital Ltd is the flagship company of the Bajaj Capital group. Bajaj Capital Limited ("Bajaj Capital") is India's premier "Investment Services" Company, with over 60 years of experience in helping people protect and grow their wealth. We've helped create more millionaires than any other firm in India. But it is our deep personal relationships with clients that truly set us apart and With over 160 offices in 70 cities across India, we strive to maintain a consistency in relationship and experience. So, if you happen to relocate, there will be a nearby Bajaj Capital office having the same standards of service.

Our office is working on Saturday and Sunday

Selection procedure as mentioned below:

HR interview

Online Psychometric Test.

Panel interview from HO

Introduction with Business Head.

5 Days Buniyaad training ( Certification Mandatory )

**Aadhaar Card with full D.O.B and bank a/c is mandatory for hiring.**

Job Description

**1.Designation - Client Relationship Officer ( No Field Job)**

**Eligibility** - Graduation, MBA,Final year appeared student

Required-Good looking and presentable

Male & Female Both

**Salary - Up to Rs. 18,000 CTC per month (including PF ESIC ) + Incentive or a minimum of 12,000 as an intern + Incentive.**

1. *To meet incoming venue clients and analyze their financial planning needs.*
2. *To present financial product presentation to clients based on their requirement and suggest best product and convince clients of the same.*
3. *To collect policy related documents and cheque from clients and submit the same to venue incharge.*
4. *To develop and maintain good relationship with Clients and provide best services after sales i.e. claim settlement etc.*
5. *To cross sell and upsell financial products to existing customers.*

## **2.Client Care Executive / Officer (Tele Calling Outbound) No field Job, No Sales Job**

**Eligibility - 10 + 2 to Graduation**

**Female Candidate Required**

**Salary up to-Rs.16000 CTC per Month /- including EPF ,ESIC + Incentive or 12,000 as an intern + Incentive.**

1. *To generate leads by making outbound calls*
2. *To manage leads properly i.e. all hot leads generated for insurance center and direct calls shall be passed on to the venue manager and follow up regularly until the conversion.*
3. *To generate MIS as to number of leads generated, appointment and conversions.*
4. *To inform prospective clients about our company and the presentation program.*
5. *Good communication skill*

## **3. Marketing Executive / Officer (Field Job)**

**Qualification – 10 + 2 to Graduation, MBA**

**( Bike \*)**

**Salary - Up to Rs. 18,000 CTC per month (including PF, ESIC) + Incentive or a minimum of 12,000 as an intern + Incentive.**

1. *To conduct various below the line activities for lead generation( like petrol pump activity, School drawing competition & door to door activity etc*
2. *To meet clients and convince them to fill company coupons as per company pitch*
3. *Enter generated lead in to the online data base of company*

4. *Share lead generated MIS with survey supervisor on daily basis.*

**For any query kindly communicate with**

Aman Kumar | Human Resource,

Bajaj Capital Ltd.

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**Kindly share the information to the students of your department or institute so that they may participate in the placement drive. Kindly go through the enclosed job definition in relation to the placement drive.**

Development Officer,

Bankura University