

**NIRMALA MEMORIAL FOUNDATION COLLEGE OF COMMERCE &
SCIENCE**

12/10/2022

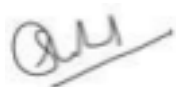
PLACEMENT NOTICE

GRADUATES, POST GRADUATES AND EX-STUDENTS

BFSI Sector Skill Council of India, is providing opportunity in HDFC Ltd , Premier Housing Finance Company in India for Customer Service Representative and Officially Valid Documents (OVD) caller.

Details are as below:

COMPANIES	HDFC Ltd , Premier Housing Finance Company in India
PROFILE	1) Customer Service Representative 2) Officially Valid Documents (OVD) caller.
QUALIFICATION	Graduates, Post Graduates and Ex-Students.
SALARY	Stipend of Rs 16000 per month
Roles and Responsibility	Graduate with good Communication Skills. <ul style="list-style-type: none">● Should be able to do 60-80 calls per day to customers● Explain KYC requirement to customers● Record the discussion with customers on excel● Maintain MIS and share daily MIS● Coordination with internal departments
SKILL SET REQUIREMENT	<ul style="list-style-type: none">● Fluent in English and strong communication skill● Should be able to work on excel● Gather information and conversation details correctly
Location –	Jogeshwari (Mumbai).
HOW TO APPLY	Interested candidates have to send their resumes in PDF format to placements@nirmala.edu.in by writing in the <u>Subject: HDFC ltd</u> and meet the concerned person on 13th October, 2022 .



I/C Principal