

## ANNAPURNA FINANCE PVT LTD

<b>POSITION</b>	Field Credit Officer (FCO)
<b>QUALIFICATION</b>	10+2 or above
<b>EXPERIENCE</b>	Not Applicable
<b>REPORTING TO</b>	Branch Manager
<b>LOCATION</b>	Anywhere in Odisha except Home District
<b>SALARY</b>	Up to Rs. 1.9 Lacs/ Annual (Including both Fixed & Performance based incentive)
<b>BENEFITS</b>	Provident Fund, ESIC, Fuel/Petrol allowances, Mobile allowances, Accidental Policy, Life Insurance

<b>Interview Date</b>	<b>Interview Location</b>
<b>11-12-2019 (Wednesday)</b>	Baripada, Dhenkanal, Deogarh, Rayagada
<b>12-12-2019 (Thursday)</b>	Athagarh, Sonapur, Anandpur, Nabrangpur
<b>14-12-2019 (Saturday)</b>	Bhubaneswar, Bhadrak, Aska, Jeypore, Bolangir
<b>15-12-2019 (Sunday)</b>	Bhubaneswar, Bhadrak, Nayagarh, Junagarh, Sambalpur

### **Purpose of Job**

The successful candidate will be responsible for preparing loan applications, evaluating clients' financial information and calculating risk ratios. Field survey and identifying potential clients by visiting the villages in the operational area of the branch. The candidate should have a good understanding of lending procedures and customer service experience.

### **Job Description**

- Deal with Customer Service, Public Relations & Marketing.
- Involves in formation of new SHGs.
- Managing activities related to Loan Disbursement & Recovery.
- Maintaining Monthly progressive register.
- Monitoring SHG capacity building and Training Record.
- Required to travel extensively to the field areas and sub office and main office if required.

### **Job Skill sets**

- Previous experience in Microfinance organization with similar scope of work will be considered as an asset.
- Having good communication & Interpersonal skills.
- Active driving status (Valid DL) and possession of own 2-wheeler vehicle is mandatory.

**Note: Two wheeler is must.**