

campus drive for HDFC Bank Ltd in the area of retail bank sales for MBA students on 4th Sep, 2014.

venue details: MRITS BLOCK 1 SEMINARHALL,
TIME 9:30AM,4/9/14.

Industry Banking - Sales
Job location & No. of positions Hyderabad
Role / Position Retail Banking Sales
Gender Males Preferred
Job type Permanent, on roles of company
Education qualification Graduation / MBA(ANY SPECIALIZATION)

Assessment stages SCREENING TEST

HR Round-HDFC BANK
Doc's Verification.
Trg post Joining Bank
CTC offered 1.2 lcs - 1.8 lcs / Per Annum

I, Kindly inform to your college students and success the drive.

Venue : MREC, Campus

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I, Mini Auditorium.

The details of the JD is given under below :

Join the Winning Team

Dear Sir/Madam,

Greetings from HDFC Bank!

We are hiring General Graduates as Sales Officer for our Retail Branch

Banking

Please share

your interest with date of visit to our HR recruitment.

POSITION : SALES OFFICER

LOCATION : HDFC BANK BRANCH

POSITION SALES OFFICER

FUNCTION RETAIL BRANCH BANKING

REPORTING MENTOR(Branch Head / Asst. Branch Manager)

LOCATION HDFC BANK BRANCH

PERIOD OF EMPLOYMENT 2 YEARS FIXED TERM CONTRACT ON THE ROLE OF BANK

(Contract renewed based on performance)

OBJECTIVE: Providing support to branch profitability by selling bank product

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current account through different acquisition channels in the catchment

area.

KEY JOB RESPONSIBILITIES

1. Quality acquisition of Current Account for Resident / Non-resident India
2. Ensure quality sourcing of new customer
3. Penetration of Fixed Deposit to existing & new customers
4. Generate leads of customer through referral, meeting branch walk-ins

customer, associates, e-mailing, direct mailing, ATMs & cold calls in the catchment area.

5. Ensure quality customer service is delivered
6. Meeting productivity norms as defined through support of channels & own efforts
7. Strictly adhere & maintain KYC norms compliance
8. Adhere to the norms, regulation & practices of banks religiously

COMPETENCIES REQUIRED

Honesty & integrity Go getter attitude

Hard & smart

Working Ability to convince & influence

PREFERABLE Two wheeler with valid Licence, Local Residence

EDUCATION / QUALIFICATION GRADUATE & ABOVE

WORK EXPERIENCE Fresher and Work Experience in Sales

PERFORMANCE INCENTIVES Monthly performance incentives

(best in banking

industry)

STATUTORY BENEFITS *

Employee Provident Fund

*

Paid leave

-

25 days calendar year (after completion of 6 months from DOJ)

OTHER BENEFITS Self medic

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claim benefit of Rs 50,000/

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DOCUMENTS REQUIRED TO GENERATE

RATE FIXED TERM CONTRACT (FTC) LETTER

1. UPDATE RESUME
2. DATE OF BIRTH CERTIFICATE (photo copy)
3. MARKSHEET -10th, 12th & GRADUATION (photo copy)
4. VALID ID PROOF -PASSPORT, PAN CARD, AADHAR CARD, GOVT. ID CARD(photo copy)
5. VALID ADDRESS PROOF -RATION CARD, UTILITY BILL, PASSPORT, BANK STATEMENT (photo copy)
6. RELIEVING LETTER (IF WORKED / WORKING)
7. PASSPORT SIZE COLOUR PHOTO (RECENT)

OTHER EMPLOYMENT RELATED INFORMATION

WORKING DAYS 6 Days a Week

BANK HOLIDAYS Avail Bank Holidays

TRAINING Product Training & Banking Regulation Training would be Given Time To

Time