



**Indira Gandhi National Open University
Campus Placement Cell
Maidan Garhi, New Delhi-110068**

**Campus Placement Drive for Arcis-E India Pvt. Ltd.
At Convention Centre, IGNOU Campus,
on 23.10.19 at 9.30 am.**

**(Reporting and Registration: 9:30-10:30 am)
(Orientation Programme: 10:30 am)**

Job Description & Details

Positions

Field Sales Executive

Nature of Employment

Retail Loan

Number of Vacancies

25

Key Responsibilities

A mortgage executive is responsible for calculating risk and approving mortgage loans after a thorough examination of applicant profile and other supporting documentation. Other duties include managing mortgage accounts for a company's existing channel Partners and creating relationships with new channel Partners.

Key Skills

- Identifying new markets and business opportunities and arranging meetings with potential customers/ Channel Partners.
- Must have knowledge for making accurate customer eligibility calculations
- Plans, coordinates, implement marketing strategies to promote and develop new customer base/ Channel Partners for Sales.

- Maintain close business relationships with solicitors, housing developers, financial institutions and relevant authorities.
- Acts as an intermediary between the Bank and Customers to collect relevant documents, to conduct property inspection or field visits and to provide status update to customer on loan applications.
- Ability to multitask and prioritize daily workload and Good marketing, sales management and analytical skills.
- **Possess own transportation.**

Salary & Incentives

2.0 to 3.6 LPA CTC + unlimited incentives

Work Experience

Fresher's can apply

Exp in Loan sales will be plus point

Academic Qualification

Any Graduate or Undergraduate or Post Graduate

Age

20 to 27 yrs

Posting Location

Gurgaon

Career Path

Field Sales Executive ⇨ Assistant Team Leader ⇨ Team Leader ⇨ Ass.Manager ⇨ Manager

Selection Process

- Resume Screening
- Face to Face Interview
- Telephonic Interview
- Secondary face to face interview in office if required
- Job Offer

IMPORTANT NOTE:

A brief introductory session (Pre-placement-talk) highlighting company profile, job requirements, CTC etc. will be conducted in the beginning of the day before the placement drive.

The Students are required to carry a copy **of IGNOU ID and two copies of their updated Resume/CV** at the time of registration.

Note: Students **must carry original IGNOU ID card**. Students not having copy of IGNOU ID card will not be allowed.

For more information and registration.

Call (between 9.30 AM to 6 PM)

(i) Mr. Nitesh / Mr. Chetan at. 7827871057 / 9717221921 from company side.

and/or

(ii) Director (CPC) IGNOU office Phone No. 011-29571114

(B.B.Khanna)
Director
Campus Placement Cell