



ZOROASTRIAN BANK

The Zoroastrian Co-operative Bank Ltd.

(MULTI-STATE SCHEDULED BANK)

RECRUITMENT OF GRADUATE TRAINEE APPRENTICE

Good Afternoon and Warm Greetings for the Day!

We are connecting from the Human Resource Department of The Zoroastrian Cooperative Bank Ltd. Mumbai; a multi-state scheduled Urban Cooperative bank having our presence in Mumbai, Pune and Surat. Please visit our website: <https://www.zoroastrianbank.com>

We intend to hire fresher Apprentice / Graduates as Trainees in our Institution. Details of the vacancy are provided below.

POSITION: Graduate Trainee / Apprentice

LOCATION: Mumbai, Pune

NUMBER OF POSITIONS: 5-6

DURATION: ONE Year

APPLICATION PROCESS: Interested candidates need to share their bio data in the mail IDs: hrteam@zcbli.in; dbose@zcbli.in

INTERVIEW PROCESS: Interviews of shortlisted candidate would be conducted at the Corporate Office of The Zoroastrian Cooperative Bank Ltd.
Nirlon House, 5th floor, Dr. Annie Besant Road, Worli,
Mumbai - 400030

ROLES & RESPONSIBILITIES:

1. To assist senior employees of the bank in handling their day-to-day tasks
2. Solve customers' problems or directs them to the right bank staff.
3. Verifying the KYC information a customer provides, performing data entry, cross-verifying transaction information and other miscellaneous financial transactions
4. Maintain accurate documents of the daily cash transactions in the branch.
5. Updating and entering a customer's financial data into the bank's computer systems
6. Assist in executing all loan-related activities, including loan processing, evaluating borrower's credit profiles, preparing loan contracts and checking loan documents.
7. Prepares the balance sheets for each customer month-to-month and handling account related queries from customers and solving discrepancies.
8. Assist in marketing / selling of financial products of the bank.
9. Assist in executing back office and administration related work.

Monthly Stipend (Rs.): 9,000/-p.m.

Last Date of Application : 31.08.23