



No:CCC/2019:- 2703

Date: 24/9/19

All the PG Commerce & MBA students of the College with good communication skill are advised to attend the "Campus Recruitment Drive for Cyfrifpro". The details are as follows:

Date : 3rd week October 2019 (Exact date and time will be intimated later)

Place : Conference Hall, M.P.C. (Autonomous) College

Company : Cyfrifpro Private Limited

Position : "Distribution Manager"

Qualification : B. Com. Degree(Passed out) / MBA(Continue)

Skill required :

- We are looking for a smart and dynamic finance & accounts professional.
- Have to focus on exceptional communication, timely, efficient communication should be a priority and maintain a positive attitude.
- Maintain good relationship with clients and collection of documents on time.
- Comply with the process and procedures made by the Organization and ensure its effective implementation during the complete contract making process.
- Manage the documentation at every point of time and identify the deviations and keep them into the notification of the management.
- Prepare various reports on daily, weekly, fortnightly and monthly basis.
- Create New Leads form allotted portfolio and continue follow ups with clients and achieve month & month budget.
- Need to maintain good relationship with portfolio clients and generate new leads of Home Loan, Business Loan, Loan Against Property, Car Loan, Personal Loan and as well as Mutual fund files & etc.
- Weekly and Monthly bank reconciliation- Need to ensure higher accuracy achievement ratio for all clients and resources – reconcile Accounts Receivable and Accounts Payable to the General Ledger – Balance Sheet review and etc.

Experience required : Fresher

Job Location : Any-where in Odisha

Salary : Cost to Company is Rs. 1,80,000/- Per Annum

Selection Process : Computer Based Test plus Group discussion

Bond Type : No Bond/Agreement



The interested students are advised to registered for the above job either in the Department of Commerce or in the Department of MBA.

Dr. P. K. S. Prasad
24.9.19

Principal

M.P.C. Autonomous College,
Takhatpur, Baripada

Memo No 2704(5) // Date 24/9/19

Copy to HoDs, Departments of Commerce & MBA / Main Notice Board / Co-ordinator, Career and Counselling Cell / Sri P.R. Prasad for uploading the Notice in the college website.

Dr. P. K. S. Prasad
24.9.19

Principal

M.P.C. Autonomous College,
Takhatpur, Baripada