Client name : UTKARSH SMALL FINANCE Bank (LEP)

Designation : Collection officer

Salary : 17700 - 18600

Location : DELHI NCR

Education : 12th Pass

Mandatory Skills : Candidates should be flexible to travel beying 70-80kms

Specialization : Freshers can be considered

Job Description :

Responsible for regularly updating the client on the cases assigned for debt recovery from their delinquent customer under JLG loans.  
Reviewing customers and analysing potential defaulters.  
Understanding default reasons and reporting to management.  
To keep a tab on due calling data and update the new contacts and addresses of the customer and guarantor.  
Responsible for process implementation of Cash Receiving and Cash Register.  
Review problematic accounts by understanding the issues and provide them better repayment structure.  
Visiting customers, guarantor and references.  
Issue repossession order in co-ordination with BM.  
Collection of due payments effectively and efficiently.   
Understanding OD status of all Assigned Centres/clients.  
Resolution of ODs, fully and partially.  
Quality of task performed in terms of efficiency, effectiveness, timely productivity.  
Monthly collection productivity for all assigned clients/ centres (Bucket Wise  
Resolution / Roll Backs).  
Reduction in total assigned DPD clients of centres on monthly basis.  
Reduction in OD movement for all assigned clients/centres month on month Basis.  
Regular visit other than centre meeting to all assigned clients.  
Centre outstanding/OD/NPA of zero collection centres approaching to threshold.  
Reduction in non-payment clients and centres.