

NOTICE

Placement - Hinduja Housing Finance Ltd.

Hinduja Housing Finance (HHF) is a part of the prestigious Hinduja Group, Registered and Certified by the National Housing Bank. Hinduja Housing Finance was primarily formed to make the dreams of people to own a home come true. This is a professionally managed housing finance company with a pan-Indian presence.

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|-----------------|---------------------------------------|
| Role | Sales Officer |
| Degree | Any Diploma / Graduate / Postgraduate |
| CTC | 2.3 LPA + Incentives |
| Job Location | PAN India |
| Date of Joining | Immediately |

Please Note:

- A candidate should have a keen interest in Field Sales.
- It is mandatory for a candidate to have a Two- Wheeler
- Having an authorized driving license is a must.
- Candidates should be well aware of their local language.
- Job location shall be given near/in their permanent state

Interview Process:

- Round 1: Telephonic Screening
- Round 2: Personal Interview

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| Principal Accountabilities | <ol style="list-style-type: none"> 1. Identify sourcing contacts and network with such contacts for referral of leads from the following sources <ol style="list-style-type: none"> a. Officials in the Town Planning office / Panchayat Offices b. Small builders and contractors c. Civil Engineers / Planners / Draftsmen d. Hardware stores, dealers of building and construction materials such as cement, steel, aggregates, sand etc e. Local Masons / petty contractors f. Real estate and land developers g. Real estate brokers h. Officials in the sub-registrar office etc 2. Propagate our company and the schemes in all commercial , industrial, educational, service establishments and in the market in the location an carryout the following activities 3. Conduct events in the premises of such establishments 4. Distribution of brochures / pamphlets / promotional materials at identified establishments 5. Network with traders association / professional association etc for promoting the brand, get the members list and do promotional campaigns 6. Identify construction projects in the market through open market / direct market sourcing 7. Responsible for transactional sales, Operational, administrative/support activities for achieving the set targets / objectives. 8. Analyzing of business trends and target figures to formulate new strategies 9. Initial screening of the proposal – getting the application from the prospect and screening using the ‘Tab Application’; Communicate ‘in principle’ approval based on the customer selection criteria inbuilt in the ‘Tab Application’ 10. Coordinate with the Cluster Manager for proper appraisal of the proposal, complete the pre-sanction documentation, communicate formal approval of the proposal and collect processing fee from the customer |
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11. complete documentation and registration (including registration of mortgage on the property) and draw up loan disbursement schedule based on progress of construction

12. Coordinate for technical visit to check progress in construction and complete disbursement

13. Collection Follow-up

- a. for pre-EMI collection during the construction stage until final disbursement
- b. for first EMI presentation and clearance
- c. for ECS / ACH bounces and collect the EMI within the same month from the bounce cases every month

ensure there are no delinquencies in the location where delinquency is defined as over 30 DPD

Students interested may revert to Ms. Preeti Das, Placement Coordinator ,Rai School of Management Studies by August 22, 2023

**Rajesh Nair
Training & Placement
Corporate Resource Cell**