



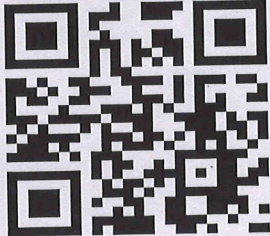
# PATNA UNIVERSITY

## University Placement Cell

### PLACEMENT DRIVE OF "eClerx" For MBA/BBA/M. Com/B. Com

COMPANY CAMPUS DRIVE DETAIL:	
Name of Organization	eClerx
Date & Time	4 <sup>th</sup> Feb, 2021 (Thursday) for BBA/MBA/B. Com/M. Com 11:00 AM (Tentative)
Venue	Patna University Central Library
Interview Mode	Online
JOB DISCRIPTION	<ul style="list-style-type: none"> <li>Role encompasses working on back office and middle office processes for Financial Institutions.</li> <li>Handling different stages of client/ product life cycle - These stages can be-KYC, reference data management, legal docs, loans, portfolio reconciliation, document capture, system reconciliation, pre- and post-settlements, brokerage functions, drafting, trade support, corporate actions, tax operations etc.</li> <li>Responsibilities include one or more of the following – Data capture, cataloguing, data processing, system inputs and updates, reconciliations, settlements, and fund transfers.</li> <li>Preparation of reports using MS Excel.</li> <li>Role could entail external interaction with agents/counterparties/clients to solve queries and discrepancies related to the process. This could be telephonic or through emails.</li> <li>Risk identification and escalation</li> <li>Timely escalation of outstanding issues to clients.</li> </ul>
Designation	Analyst Position
Salary Package	2.4 LPA - 4.5 LPA
Location	Pune
Selection Process	Pre-Placement talk- 1 <sup>st</sup> Feb Workshop on financial management- 2 <sup>nd</sup> & 3 <sup>rd</sup> Feb Interview- 4 <sup>th</sup> Feb
Joining Date/Month	February
ELIGIBILITY	<ul style="list-style-type: none"> <li>Good English communication – verbal and written.</li> <li>Basic knowledge of MS office – excel, word and outlook.</li> <li>Excellent analytical and logical skills</li> <li>Basic finance knowledge</li> <li>Should be a good team player.</li> <li>Willing to work in Rotational Shift.</li> <li>Experience: Fresher</li> <li>Candidates should be comfortable with night shift. (Females/Males get transport facility)</li> <li>The candidates have to comfortable to sign 1 year Training Agreement.</li> </ul>

*Chandrabanshi*  
8/01/2021

Qualification Criteria	2020 Pass out and waiting for result of BBA/MBA/M. Com/B. Com.	
<b>HOW TO REGISTER:</b>		
Registration Process		<p>Interested candidates are required to register at the following link:</p> <p><a href="https://forms.gle/hb7ttHyGefB95F2U7">https://forms.gle/hb7ttHyGefB95F2U7</a></p>
Documents Required	<ul style="list-style-type: none"> <li>• Entry only for those students, who register for the drive till 31<sup>st</sup> Jan.2021.</li> <li>• Valid University/College Identity card or any ID proof (Aadhar Card/Pan Card/DL etc.) is must for entry.</li> </ul>	

**Last date for online application: 31<sup>st</sup> Jan 2021**

**For Inquiry: 7080997814**

*Chamrangs*  
*28/01/2021*  
**Convenor** / BODC. in-charge  
 Counselling Training and Placement Cell  
 Patna University