

<u>Executive - Cash Management Services</u>	
Position	Executive
Position Purpose	Perform complete maker level / inputer level activities pertaining to Cash Management Services
Role & Responsibilities	<ul style="list-style-type: none"> • Follow up with cash & cheque pickup vendors. • Post-facto verification & collection of Cash deposit slips with the daily transaction file from Service Provides. • Extracting of customer MIS from the CMS software and mailing it to customers. • On boarding customers on CMS software. • Daily monitoring of Cash & Cheque pickups PAN India. • Follow-up for realization of outstation cheques • Data-entry of Master Maintenance for Corporates • Start-up of Cash & Cheque Pick up facility under collection module • Customer training on the job-cards / start-up process / reports etc. • Issue memos with the reason for return for NACH / Direct Debit returns • Follow-up for realization of outstation cheques • Attending of customer complaint through email and Customer Relationship Management (CRM complaint module • Branch cash deposit by CIT agency, follow up with branches to be done for entry posting. • Monthly Invoicing - Manual Customer Billing • KYC updating of Custodian follow up with the vendors and branches • Data / MIS/Presentation preparing for various Business team.
Job Specific skills	<ul style="list-style-type: none"> • 1 + years of experience in CMS will be an advantage, we can also look for freshers with good academics & communication skills. • Ability to work in a flexible and production-oriented environment. • Must be able to work in a high stress environment while delivering a high-level of customer service. • Must be willing and able to work as part of a team. • Must be willing to work in Shifts. • Strong capability to work in multiple systems - paperless environment. • Must be willing to work in strict security environment. • Coordinating with branches, Vendors, Service branches & Customer as and when required. • Good Excel and typing skills.

Educational Qualification	Minimum Qualification - Undergraduate
Minimum Experience	Freshers , 1 + years of experience in CMS will be an advantage.
Location of posting	Fort, Mumbai