

# **BASANTI DEVI COLLEGE**

## **Job Drive Bajaj Capital Ltd.**

**19.01.2021**

**About Company:** Bajaj Capital Ltd. is the flagship company of the Bajaj Capital group. Bajaj Capital Limited ("Bajaj Capital") is India's premier "Investment Services" Company, with over 50 years of experience in helping people protect and grow their wealth. We've helped to create more millionaires than any other firm in India. But it is our deep personal relationships with clients that truly set us apart and with over 120 offices in 70 cities across India; we strive to maintain a consistency in relationship and experience.

### **Selection Process**

1. HR Round
2. Business Manager Round
3. AMCAT(As required)

**Location:** Kolkata Region / Burdwan / Durgapur.

### **N.B.:**

For Burdwan, Durgapur and Asansol, please contact concern

Zonal HR- Mr. Aman Kumar - +91 82298 03543 ([aman.kumar@bajajcapital.com](mailto:aman.kumar@bajajcapital.com))

### **Department:**

- **Client Relationship (Branch Sales)**
- **Client Care (Tele calling-outbound)**
- **Data Sourcing (Raw data collection)**

### **Roles and Responsibilities:**

#### **1. Trainee Interns-Client Relationship (Branch Sales)**

- I. To meet incoming venue clients and analyze their financial planning needs.*
- II. To present financial product presentation to clients based on their requirement and suggest best product and convince client on same.*
- III. To collect policy related documents and cheque from clients and submit same to venue in charge.*
- IV. To develop and maintain good relationship with Clients and provide best services after sales i.e. claim settlement etc.*
- V. To cross sell and upsell financial products to existing customer.*

## **2. Trainee Interns-Client Care(Out bound Tele calling)**

- I. To generate *leads by making outbound calls*
- II. *To manage leads properly i.e. all hot leads generated for insurance center and direct calls shall be passed on to the venue manager and follow up regularly until the conversion.*
- III. *To generate MIS as to number of leads generated, appointment and conversions.*
- IV. *To inform prospective clients about our company and the presentation program.*
- V. *Good communication skill*

## **3. Trainee Intern-Survey(flied Survey- raw data collection)**

### **Male/Female Candidate Required.**

**Eligibility: 10 + 2 to Graduation.**

### **Responsibilities:**

1. *To conduct various below the line activities for lead generation (like petrol pump activity, School drawing competition & door to door activity etc.).*
2. *To meet clients and convince them to fill company coupons as per company pitch.*
3. *Enter generated lead in to the online data base of company.*
4. *Share lead generated MIS with survey supervisor on daily basis.*

**Our office is working on [Saturday](#) and [Sunday](#).**

### **Protocol:**

#### **1. Engagement & Stipend**

You shall be engaged as an Intern & shall be paid a fixed stipend of Rs. 7500 per month based on the attendance for the month. Also you would be eligible for an incentive structure during your internship with the Company.

#### **2. Training schedule**

Normal Training hours are from 10 a.m to 6 p.m. which is subject to change as per the discretion of the Management of the company. Any Change in the Training Schedule will be informed you in writing, prior to its effective Date.

#### **3. Prohibition to divulge confidential information of the Company**

You shall not divulge, disclose or make known either directly or indirectly the Confidential Information of the company to any person and/or entity, which may include without limitation the trade secrets or information about the affairs of the transactions, processes of the Company, which may come to your knowledge during the course of your internship and /or thereafter.

After qualifying of subsequent interviews, we will issue -Letter of Engagement as an Intern to selected candidates. All interns will be in on payroll of Apex strategic consulting Pvt. Ltd. After completion of internship, we would like to absorb skilled trainees from your Esteemed Institute.

Stipend and Internship certificate is subjected to completion of internship and good conduct.