



# Roles and Responsibilities

Role – Front Desk Officer

Grade – Assistant Manager

Location – At any Axis Bank Branch across the country

## Sales

- ✓ Conducts outbound marketing calls and scouts for new leads and referrals to generate business.
- ✓ Responsible for sales of third-party products (Life Insurance - LI, General Insurance - GI, Mutual Funds - MF, Debit/ Credit Cards, etc. to the existing customer base
- ✓ Responsible for lead generation for Current Account and Savings Account - CASA to new customers and deepening of account balances for existing customers.

## Customer Service and Operations

- ✓ Responsible for timely processing of bank transactions like
  - funds transfer
  - Cheques
  - Opening of Accounts
  - reconciliation of office accounts
  - ensuring timely resolution of customer queries and improving customer service levels.

## Compliance

- ✓ Compliance to the bank's rules - internal guidelines, processes and procedures
- ✓ Responsible for improving the Internal Audit Operational Efficiency score of the branch by timely completion of assigned tasks on continuous basis.
- ✓ Protecting bank's property as per safety norms and ensuring ethical conduct in ordinary course of business.

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,  
AURANGABAD-431 004 Maharashtra (India)  
Employment & Self Employment Office**



Office Telephones: 91-0240-2400057

Web Site – : [www.bamu.ac.in](http://www.bamu.ac.in)  
: <http://maharajgar.gov.in>

UNIVERSITY CAMPUS  
AURANGABAD – 431 004  
(Maharashtra) INDIA

Ref. UEA&GB/ 2013-14/ 435/ 2014

Date: 14/02/2014

To,  
The Principal,  
All Affiliated colleges,  
Dr. Babasaheb Ambedkar  
Marathwada University,  
Aurangabad.

Subject: - Job Opportunity for M.Com & M.B.A. Students.

Sir,

It gives me immense pleasure to communicate the job opportunity to M.Com and M.B.A. Final Year students at Axis Bank Ltd. The Bank is interested to hire fresh M.Com & M.B.A. students from colleges affiliated to Dr. Babasaheb Ambedkar Marathwada University. This event is jointly organized by Employment office, Dr. Babasaheb Ambedkar Marathwada University and MGM Institute of Management.

You are requested to send the list of M.Com & M.B.A. final year students of your college in prescribed format to [tpo@bamu.ac.in](mailto:tpo@bamu.ac.in) before 22<sup>nd</sup> Feb. 2014 (format is attached herewith separately). Interview date and time will be communicated to you soon.

**Axis Bank requirement details for new branches openings:**

Job Description : Attached separate herewith.  
Job Location : - At any branches from Nagpur Circle (Marathawada, Khandesh, Vidarbha etc.):  
CTC : - 3.17 Lacs P. A. + Performing Bonus  
Joining Date : - After Completion of M. Com. or M.B.A. Final Year.

Your placement coordinator may contact me on 9822326646 for further details.

Waiting for your positive response,

Girish Kale,  
Placement Officer

**MEMBER-IN-CHARGE**  
University Employment Information and Guidance Bureau  
Dr. Babasaheb Ambedkar Marathwada University.  
Aurangabad-431 004