

**Operations Trainee**

**Business Unit** : RDIO

**Location of Posting** : Bangalore.

**Required Qualification** : Only Graduates with 50% aggregate in overall Academics.  
(Except BE & B.Tec)

**Roles and Responsibilities:**

<b>EXPECTED END RESULTS</b>	<b>MAJOR ACTIVITIES</b>
1. Updating of Data and generation of MIS.	<ul style="list-style-type: none"> <li>▪ Generation and analysis of data.</li> <li>▪ Updating of data in various systems.</li> <li>▪ Exception if any log with IT and follow up</li> <li>▪ Preparation of MIS.</li> <li>▪ Updating data in the system (non-financials)</li> <li>▪ Scanning of signatures in to PROFILE</li> <li>▪ Preliminary checks on documents before processing.</li> <li>▪ Hosting data in intranet</li> </ul>
2. Customer Query Resolution	<ul style="list-style-type: none"> <li>• Responding to the queries from the branches, customers routed through QMS/CCMS/telephones.</li> <li>• Processing Customer requests as per Circular Guidelines within TAT.</li> </ul>

**To apply to the above position, please return to the 'Careers' page, and send us your detailed resume. Thank you.**