



# ZOROASTRIAN BANK

## The Zoroastrian Co-operative Bank Ltd.

(MULTI-STATE SCHEDULED BANK)

### RECRUITMENT OF GRADUATE TRAINEE APPRENTICE

Good Afternoon and Warm Greetings for the Day!

We are connecting from the Human Resource Department of The Zoroastrian Cooperative Bank Ltd. Mumbai; a multi-state scheduled Urban Cooperative bank having our presence in Mumbai, Pune and Surat. Please visit our website: <https://www.zoroastrianbank.com>

We intend to hire fresher Apprentice / Graduates as Trainees in our Institution. Details of the vacancy are provided below.

**POSITION:** Graduate Trainee / Apprentice

**LOCATION:** Mumbai, Pune

**NUMBER OF POSITIONS:** 5-6

**DURATION:** ONE Year

**APPLICATION PROCESS:** Interested candidates need to share their bio data in the mail IDs: hrteam@zcbl.in; dbose@zcbl.in

**INTERVIEW PROCESS:** Interviews of shortlisted candidate would be conducted at the Corporate Office of The Zoroastrian Cooperative Bank Ltd.  
Nirlon House, 5th floor, Dr. Annie Besant Road, Worli,  
Mumbai - 400030

**ROLES & RESPONSIBILITIES:**

1. To assist senior employees of the bank in handling their day-to-day tasks
2. Solve customers' problems or directs them to the right bank staff.
3. Verifying the KYC information a customer provides, performing data entry, cross-verifying transaction information and other miscellaneous financial transactions
4. Maintain accurate documents of the daily cash transactions in the branch.
5. Updating and entering a customer's financial data into the bank's computer systems
6. Assist in executing all loan-related activities, including loan processing, evaluating borrower's credit profiles, preparing loan contracts and checking loan documents.
7. Prepares the balance sheets for each customer month-to-month and handling account related queries from customers and solving discrepancies.
8. Assist in marketing / selling of financial products of the bank.
9. Assist in executing back office and administration related work.

**Monthly Stipend (Rs.):** 9,000/-p.m.

**Last Date of Application :** 31.08.23