



## MRHMFL RURAL HOUSING & MORTGAGE FINANCE LTD

### **Designation: Finance Officer**

#### **Job Description:-**

- Preparation of data required by Finance Department and any other Department of the Organization.
- Preparation of Monthly Stock Statement for various Banks.
- Preparation of Term Loan Certificates on Monthly Basis.
- Preparation of Finance proposals to be submitted to banks to avail funding.
- Preparation of MIS Reports.
- NHB Compliance and Refinance Data Submission.
- Preparation of Assignment Payout Reports.

#### **Required Skills:**

- Basic understanding of analytical tools and methodologies.
- Strong willingness to learn and grow in the role of a Finance Officer.
- Passionate about exploring innovative methods for process digitization & automation.
- Strong interpersonal and communication skills.
- Attention to detail and commitment to delivering work of a high standard.

#### **Education Qualification:**

Candidate should have completed Graduation (MBA-Finance, Inter CA, CA)

#### **Experience:**

Min 2-6 Yrs. in relevant industry

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