

Portfolio Administration Officer

Department: Portfolio Administration

No. of Vacancies: 1

Location: Ahmedabad

About Ananya

Ananya Finance for Inclusive Growth Pvt. Ltd. (www.ananyafinance.com) is an NBFC set up by Friends of Women's World Banking – India (FWWB) in 2009, with the objective of reaching out to a large section of microfinance institutions (MFIs) and grass root entities. Ananya is one of the responsible NBFCs in India with the commitment to serve socially motivated bottom-line enterprises. The company caters to the microfinance, smallholder farmer financing and small enterprises that operate in the impact space. The company has a pan- India presence.

Position Summary:

Portfolio Administration Officer role would be handling Loan Documentation and Loan Portfolio Management related functions at H.O. Ahmedabad

Duties & Responsibilities:

- 1) Providing support in managing the administration of the Retail and Wholesale Business portfolio of Ananya Finance including all tasks related to portfolio hygiene by ensuring:
 - a. Execution of adequate and accurate loan documents.
 - b. Safe custody of the loan documents.
 - c. Updating and maintaining all the files and data in both physical and electronic form.
 - d. Supporting the team in timely delivery of repayment and other reminders to borrowing partners.
 - e. Timely receipt of monthly reports from the borrowing partners.
 - f. Regular updation of MIS and other monthly trackers related to portfolio upkeep and hygiene.
 - g. Data mining and maintaining all the important data related to the business and providing the same to company/management whenever needed.
- 2) Supporting the team to manage audit queries / observations related to gaps in documentation by promptly following up with borrowing partners and Relationship Managers to complete the documents
- 3) Supporting the Relationship Management team with assistance in repayment reminders / calls to clients
- 4) Supporting the team in sharing various credit related information with internal and external parties, as and when requested
- 5) Any other tasks related to Retail Business credit assessment / portfolio management as assigned by company from time to time.

Portfolio Administration Officer

Portfolio Administration | Ahmedabad | Full Time



Skills Required:

1. Demonstrates solid computer and / or other required business application skills
2. Good inter-personal and communication skills
3. Excellent knowledge of MS office, especially Excel.

Educational Qualification and Experience:

1. Graduate/Post graduate in Commerce/Finance/Accounting.
2. Fresher/0-2 years of Experience in Administration /Documentation/Client relationships

Functional Areas:

Loan portfolio management, Delinquency management, Documentation

Eligibility

Ananya promotes gender diversity and would prefer applications from relevant applicants who embrace gender diversity. Qualified women candidates are encouraged to apply.

Compensation Offered:

The gross remuneration budgeted for this position is attractive. Offers shall be commensurate with the qualifications, experience and salary history, of the selected candidate.

How to Apply:

If your profile is in alignment with our requirement, please email your detailed resume with the mail subject line 'Appl. For Officer, Portfolio Administration to careers@ananyafinance.com. Only the shortlisted candidates will be contacted.