



## LLOYDS METALS & ENERGY LTD.

Regd. Office and Works : Plot No. A1 & A2, MIDC Industrial Area, Ghugus 442 505, District Chandrapur (MS), Tel : 07172-285398, 07172-285103  
Corporate Office : A2, 2nd Floor Madhu Estate, Pandurang Budhkar Marg, Lower Parel, Mumbai-400013, Tel : +91-22-62918111  
www.lloyds.in | CIN: L40300MH1977PLC019594 | Email: investor@lloyds.in

**Position Name** : - Assistant Manager - Banking and Finance

**Qualification** : - Bachelor of commerce/ Master of commerce having core experience in Banking/ Finance activities and Import / Export payments.

**No. of Experience** : - 3 to 5 Years

**Age** : - 30-40

**Soft Skill** : - Computer

**Industry** : - Manufacturing/Listed Company preferable

### **Role & Responsibility :-**

#### 1. Handling day to day Banking activities:

Banking correspondence - Follow up with banks for various issues regarding Bank debits/credits, refunds and other general banking issues.

Verifying and checking of bank debits and credits

Follow up for Bank debits/credit for Bank charges

Opening /Closing of new accounts and its documentation

#### 2. Finance activities for procurement of Raw Materials/Sales Realization under L/C.

Arranging of Bank Guarantees (BG) & preparing, maintaining, keeping detailed records of Bank Guarantee report

Arranging of discounting Letter of Credit (LC) & its documentation/Negotiation/ payments/ Reports

Preparing documents for LC discounting and its negotiations & follow-up

Control on Refund of FD Interest /TDS/Margin etc.

Verification and maintaining of Suppliers Bank format ABG/PBG

Submission of Bill of entries against import.

Handling of foreign Inward /outward transactions /documentation and arranging of Form 15CA/CB etc.

Maintaining data etc.

#### 3. Export /Import banking activities and follow-up

Qualifications/Experience:

Bachelor of commerce/ Master of commerce having core experience in Banking/ Finance activities and Import / Export payments.

Previous experience between 3 to 5 years listed companies on specific profiles mentioned above will be considered

Demonstrate the ability to articulate the points for presentation, ability to coordinate smoothly with various Internal stakeholders, consultants, auditors & overseas team members

Demonstrate problem solver attitude & drive for excellence

<b>Name</b>	Riyaz Shaikh	Sampada Nadkarni	Madhur Gupta
<b>Designation</b>	Chief Financial Officer	Manager - HR	Executive Director
<b>Sign</b>			
	<b>Initiated By</b>	<b>Forwarded By</b>	<b>Approved By</b>