

RTO Executive - 1 No.

Job Description:

Smart person having good hands of knowledge in RTO office related work, Handling of motor bike registration, Insurance, RTO related documentation & Paper work, maintain all records & timely updates.

Communicate with customer Collection of Pending Documents (if any) , Keeping track of pending RC cases.

Eligibility:

Candidates should be any graduation with 1 - 3 years relevant profile experience in automobile industry.

Skills Required:

Field Coordination, Turn Around Management, Vendor Management,

Responsibilities:

- ✓ RC transfer of the customers
- ✓ update charges of RTO
- ✓ Ensure smooth ground operations with process adherence to deliver outcomes on agreed metrics
- ✓ Managing RTO vendors
- ✓ Update of PDD with banks .

Candidate Attributes: Honest and Self Disciplined, Display Business Integrity & Ethics, Quick Learner, Hard working.

Education: Bachelor's (Preferred)