

Job Description – Designation

Department

Position	Scrutinizer & Maker
Position Purpose	Perform all the activities related to Scrutiny and Maker for UK Account Opening Process
Role & Responsibilities	<ol style="list-style-type: none">1. To carefully perform the due diligence process (Including screening / Risk categorization)2. Check all information on Account Opening form for relevant and correct information.3. Check all KYC and supporting documents as per bank & Regulatory norms4. Follow all policies and procedures for opening the account as per the defined SOP5. Should be able to converse with client on a case-to-case basis.6. Should be able to work according to UK calendar and timings.
Job Specific skills	<ol style="list-style-type: none">1. Minimum 3+ Years of relevant experience in Account Opening / KYC related department2. Strong knowledge of KYC (Preferably UK KYC process). Strong knowledge of current and savings accounts (Preferably UK account Opening Process)3. Knowledge of Finacle would be an added advantage.4. Strong Analytical, Interpersonal, Verbal, and written communication skills.5. Detail-Oriented with strong ability to manage process & time.6. Must be able to work in a high stress environment while delivering a high-level of service.7. Must be willing and able to work as part of a team.8. Must be willing to work in strict security environment.9. Swift decision making within defined TAT. <p>Co-ordinating with Overseas Branch, Head Office, Project Team, Customer service as and when required.</p>
Educational Qualification	Minimum Graduate with Good grades
Minimum Experience	Minimum 2-3 years' experience
CTC offered	As per HR Norms.
Location of posting	Gift City, Gandhinagar.