

<b><u>Job Description</u></b> <b><u>Checker for Account Management Services</u></b>	
<b>Position</b>	<b>Assistant Manager / Deputy Manager</b>
<b>Position Purpose</b>	Perform complete and in-depth review of documents related to account opening of Current / Savings Accounts.
<b>Role &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Liaise with the branches seeking correct documentation and ensure accurate data entry.</li> <li>• Ensure that the KYC norms are adhered to and the account opening process is in accordance with Bank's guidelines, utilizing circulars or statutory guidelines.</li> <li>• Evaluate and ensure that the account opening processes are accurate, complete, and compliant.</li> <li>• Assisting the bank and BGSS in enhancing quality of service delivery relating to the account opening process.</li> <li>• Participating in internal projects that improve credit process efficiency and effectiveness to assist in achieving key strategic objectives.</li> <li>• Identifying risks and mitigating the same by making recommendations to senior management regarding process improvements, enhancements etc.</li> <li>• Activities to include the following: <ul style="list-style-type: none"> <li>▪ Account Opening Services</li> <li>▪ RTGS / NEFT</li> <li>▪ Welcome Kit / Deliverables Management</li> <li>▪ Cheque Book requests</li> <li>▪ NRI Account Opening</li> <li>▪ ATM Monitoring</li> <li>▪ Customer Service and query resolution</li> </ul> </li> </ul>
<b>Job Specific skills</b>	<ul style="list-style-type: none"> <li>• Minimum 2+ year's of relevant experience in the BFSI domain.</li> <li>• Strong knowledge of KYC, Statutory Framework, Guidelines etc and ability to identify red flags.</li> <li>• Strong analytical, interpersonal, and verbal and written communication skills.</li> <li>• Detail-oriented with strong ability to manage process and time.</li> <li>• Ability to work in a flexible and production-oriented environment.</li> <li>• Must be able to work in a high stress environment while delivering a high-level of customer service.</li> <li>• Must be willing and able to work as part of a team.</li> <li>• Strong capability to work in multiple systems - paperless environment.</li> <li>• Must be willing to work in strict security environment.</li> <li>• Swift decision making within defined TAT.</li> <li>• Coordinating with branches, Head Office, Project Teams, Customer Service teams as and when required.</li> </ul>
<b>Educational</b>	Graduate Degree is mandatory. Preferably B.Com/M.Com/ MBA

<b>Qualification</b>	
<b>Minimum Experience</b>	Minimum 2 – 3 years of experience
<b>CTC offered</b>	Compensation will not be a limiting factor for the right candidate and will be discussed on case to case basis
<b>Location of posting</b>	Gandhinagar / Hyderabad / Mumbai  The candidate may be deputed to work with team(s) with the organization / any subsidiary of the parent organization if and as deemed necessary.