

Position: Officer CPU & Account Opening
Division: Operation Division
Location: Head Office

Required Qualification & Experience:

Graduate/ Postgraduate degree preferably M. Com / MBA in Finance or Economics or equivalent from an HEC recognized university. Minimum 5-7 years relevant experience in centralized account opening. Acquainted with updated banking & prudential regulations, branch banking controls, banking practices and procedures.

Main Duties & Responsibilities

Account Opening/account maintenance:

- 1-Scrutinizing the account opening forms (individual, business accounts, PVT, public LTD, NGO'S/NPO'S/Club/Society/Association
- 2-Dormancy Activation..
- 3-Updating of request of maintenance,
- 4-world check and verisys where as required.
- 4-Dispatching of letters.
- 5-Vault Maintenance
- 6-KYC review and update .
- 7-All other miscellaneous activities related to CPU account opening and account maintenance. 8-All miscellaneous related tasks assigned by the line management.