

City Bank Job Opportunity

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- Job Title** : **Direct Sales Executive (Temporary)-Agent Monitoring & Support.Agent Banking**
Location : Anywhere in Bangladesh
Organization Name : Agent Monitoring
Job Responsibility : **Key Responsibility**
Achieve assigned business target within stipulated time
Execute marketing and promotional activities
Assure service & operational requirements
- Special Skills Requirements** : **Academic qualification**
- 4 Years of Graduation or Masters in any discipline from a reputed university
- Required Competence**
- Ability to blend with people of rural and geographically dispersed locations - Excellent interpersonal and communication skills
- Good organization & time management skills
- End Date** : **2016-02-10**
- Job Title** : **Officer (Temporary), Fraud Detection-Fraud Detection.Fraud Risk Management**
Location : Cards & Call Center, Motijheel
Organization Name : Fraud Detection
Job Responsibility : **Key Responsibility**
Run 24 hours fraud detection activities diligently and efficiently.
Ensure on time fraud provision, write-off & recovery of A/Cs and monthly reconciliation through maintaining compliance.
Review and analyze fraud detection tool and Compromised Point of Purchase (CPP).
Ensure proper monitoring of fraudulent activities and avail pre-cautionary measures for future threat.
Prepare monthly fraud report/ loss MIS
- Special Skills Requirements** : Academic qualification
- 4 years Graduation/ Masters in any discipline from a reputed university. - Candidates who have completed MBA will be preferred.
Experienced required
- At least 1-5 years of relevant work-experience in a reputed bank/financial institutes.
Required Competence
- Sound knowledge in Microsoft-Office, especially in MS-Excel. - Familiarity with fraud detection tools used in the banking industry. - Good analytical and problem solving skills. - Good at record keeping and report preparing. - Multi tasking ability.
- End Date** : **2016-02-09**
- Job Title** : **Assistant Manager / Associate Manager / Manager, Chargeback & Dispute Management-Chargeback & Dispute Management.Fraud Risk Management**
Location : Cards & Call Center, Motijheel
Organization Name : Chargeback & Dispute Management
Job Responsibility : **Key Responsibility**
Effectively monitor transactions
Operate dispute processing
Maintain central MIS
Ensure regular reporting
- Special Skills Requirements** : Academic qualification
- 4 Years Graduation or Masters in any discipline (preferably in Business) from a reputed university
Experienced required
- 2-5 years of real time experience in Cards related dispute handling
Required Competence
- Excellent interpersonal, communication, team building & people management skills - Good negotiation skills and selling skills
- Basic leadership skills - Sound knowledge in Microsoft office, Adobe Photoshop, Internet browsing
- End Date** : **2016-02-09**
- Job Title** : **Officer / Assistant Manager, Vigilance-Investigation & Vigilance.Fraud Risk Management**
Location : **Cards & Call Center, Motijheel**
Organization Name : Investigation & Vigilance
Job Responsibility : **Key Responsibility**
Supervise the Vigilance team to conduct document checks of all Merchant applications.
Monitor merchant fraudulent activities regularly and avail pre-cautionary measures for future threat.
Ensure proper maintenance of individual vigilance inventory and MIS report.
Establish effective measures to control fraudulent activities proactively.

Special Skills Academic qualification
Requirements - 4 years of Graduation / Masters in Business discipline from a reputed university.
Experienced required
- 1-2 years of relevant work-experience in a reputed bank/financial institutes.
Required Competence
- Sound knowledge in Microsoft-Office, especially in MS-Excel. - Good analytical and problem solving skills. - Good at record keeping and report preparing. - Multi tasking ability.

End Date : **2016-02-09**

Job Title : **Associate Manager / Manager, Merchant Investigation-Investigation & Vigilance.Fraud Risk Management**

Location : Cards & Call Center, Motijheel

Organization Name : Investigation & Vigilance

Job Responsibility
Key Responsibility
Supervise the Investigation team to conduct regular Fraud Investigation.
Assist line manager to control day to day fraudulent activities
Prepare and escalation of Investigation report
: Ensure proper maintenance of individual Investigation inventory and MIS report.

Special Skills Academic qualification
Requirements 4 Years of Graduation in any discipline (preferably in business) from reputed universities.
Experienced required
Minimum 3 – 5 year relevant experience in related field is required.
Required Competence
-Sound knowledge in Microsoft office, especially in MS-Excel. -Excellent interpersonal, communication, team building & people management skills -Good analytical and problem solving skills -leadership skills -Good command over English and Bengali
: Multi tasking ability -Good in record keeping and report writing

End Date : **2016-02-09**

Job Title : **Officer / Assistant Manager / Associate Manager / Manager, Fraud Detection-Fraud Detection.Fraud Risk Management**

Location : Cards & Call Center, Motijheel

Organization Name : Fraud Detection

Job Responsibility
Key Responsibility
Run 24 hours fraud detection activities diligently and efficiently.
Ensure on time fraud provision, write-off & recovery of A/Cs and monthly reconciliation through maintaining compliance.
Review and analyze fraud detection tool and Compromised Point of Purchase (CPP).
Ensure proper monitoring of fraudulent activities and avail pre-cautionary measures for future threat.
: Prepare monthly fraud report/ loss MIS

Special Skills Academic qualification
Requirements - 4 years Graduation/ Masters in any discipline from a reputed university. - Candidates who have completed MBA will be preferred.
Experienced required
- At least 1-5 years of relevant work-experience in a reputed bank/financial institutes.
Required Competence
- Sound knowledge in Microsoft-Office, especially in MS-Excel. - Familiarity with fraud detection tools used in the banking industry. - Good analytical and problem solving skills. - Good at record keeping and report preparing. - Multi tasking ability.

End Date : **2016-02-09**

Job Title : **Cash Officer-Branches**

Location : Anywhere in Bangladesh

Organization Name : Branches

Job Responsibility
Key Responsibility
Handle all sort of customer transaction with accuracy and efficiency.
Ensure effective process and controls are in place with clear responsibility and accountability for the prevention of money laundering, miss-selling, miss-presentation, fraud and customers protection in line with CBL policy & local legal and regulatory requirements.
Ensure all transactions are properly recorded and updated in the system and the balance is matched and closed.
: Promote and advise customers on products and services of the bank

Special Skills Academic qualification
Requirements Graduate from any UCG approved university.
Required Competence
: - Good Numeric Ability - Customer Focus - Good Listening and communication skills

End Date : **2016-02-10**