

BOB Financial Solutions Limited (BFSL, formerly known as BOBCARDS Ltd.) is a wholly owned subsidiary of Bank of Baroda and a Non-Deposit Accepting Non-Banking Finance Company (NBFC). BFSL was established in the year 1994 to cater to the need of rapidly growing credit card industry in a focused manner. BFSL is one among the pioneers in Indian card market and was the first nonbanking company in India to issue credit cards.

The Company's core business is credit card issuance and consumer lending. It also provides support to Bank of Baroda by carrying out its merchant acquiring operations and its debit cards operation for its overseas territories/ subsidiaries and sponsored RRBs. The Company is aiming to expand within Consumer Credit, Commercial Credit, Retail Credit, Capital Market Lending (loan against securities, IPO financing) and other Financial Services.

<b>Position</b>	<b>Sr. Officer / Officer – Production Centre</b>
<b>Role &amp; Responsibilities</b>	<p><b>Key highlights of the role are listed below (purely indicative and not limiting):</b></p> <ul style="list-style-type: none"> <li>• Adhere to the internal &amp; external policies and guidelines.</li> <li>• Adhere timeliness of TAT related to various Processes with accuracy.</li> <li>• Processing of incoming Settlement Files received from card schemes.</li> <li>• Staging of Outgoing Settlement files to card schemes.</li> <li>• Ensuring check points to avoid duplicate / missed out Settlement File staging.</li> <li>• Reconciliation of File Staged to card schemes.</li> <li>• Reprocessing of Rejections and reconciliation of the same.</li> <li>• Ensuring updation and Maintenance and troubleshooting and back-up of Critical Software's provided by various card schemes.</li> <li>• Managing service Providers for all backend operations.</li> <li>• Be an integral part of the Team and should have readiness to learn new things.</li> <li>• Acquainted with the Credit Card Industry and related back office activities.</li> </ul>
<b>Job specific skills</b>	<p><b>Applicants should possess the following attributes:</b></p> <ul style="list-style-type: none"> <li>• Willing to Work in Shifts</li> <li>• Knowledge of Computers including basic troubleshooting and Ms-Office</li> <li>• Effective Communication skills.</li> <li>• Capable of Decision Making.</li> <li>• Good Interpersonal Skill.</li> <li>• Hard Working.</li> </ul>
<b>Educational Qualifications</b>	<ul style="list-style-type: none"> <li>• Graduate Degree.</li> </ul>
<b>Minimum Experience</b>	<ul style="list-style-type: none"> <li>• 1+ Years as on last date of receipt of application.</li> </ul>
<b>CTC offered</b>	<ul style="list-style-type: none"> <li>• Compensation will not be a limiting factor for the right candidate and will be discussed on a case by case basis.</li> </ul>
<b>Location of posting</b>	<ul style="list-style-type: none"> <li>• <b>Mumbai.</b> The candidate may be deputed to work with the team(s) within the organization / parent organization / any subsidiary of the parent organization if and as deemed</li> </ul>



	necessary. Candidate is liable to be transferred to any other location in India.
<b>Maximum Age on the last date of application</b>	<ul style="list-style-type: none"><li>• 45 Years as on date of receipt of Application.</li></ul>
<b>Email to be sent to</b>	<a href="mailto:careers@bobfinancial.com">careers@bobfinancial.com</a> with subject as “ <b>Sr. Officer / Officer – Production Centre</b> ”
<b>Website</b>	<a href="http://www.bobfinancial.com">www.bobfinancial.com</a>
<b>Other Terms</b>	<ul style="list-style-type: none"><li>• It may please be noted that company is not bound to call all the applicants for interview. Only shortlisted candidates will be called for selection procedure.</li><li>• Canvassing, in any form, will result in disqualification of candidature.</li><li>• In case of any modification in advertisement shall be updated only in Website.</li><li>• The above recruitment may be scrapped at any stage of recruitment process without assigning any reasons.</li><li>• Company may conduct background checks/CIBIL check at any stage of process and also call for current compensation detail/qualification documents/past employment proofs for conclusion of recruitment process.</li></ul>
<b>Last Date for application</b>	<b>30<sup>th</sup> January 2020.</b>