



BOB Financial Solutions Limited 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.

Position	Sr. Officer / Officer – Merchant Card Operations
Role & Responsibilities	<p>Key highlights of the role are listed below (purely indicative and not limiting):</p> <p>This position would include the mentioned set of responsibilities but not limited to:</p> <ul style="list-style-type: none"> • Scrutiny of merchant applications received for on-boarding, raising required communication to applicant / Bank of Baroda Branch / BFSL Regional Team in case of incompleteness and processing all the complete applications for on-boarding. • New Merchant Application Setup – Maker / Checker entry in MMS system and MID / SID generation. • Monitoring the terminal installation flow till its completion, through the service vendor and ensuring the terminal installation TAT. • Drive de-installation of the terminals through Vendor/ / BFSL Regional Team / BOB and retrieval of the terminal from merchants post de-activation within TAT. • Data quality check / accuracy of profile data updation and to ensure all data amendment requests received through Customer/ BOB Branch/ / BFSL Regional Team is completed on time. • Vendor Management and processing of monthly vendor invoices. • Keeping track of income / expenditure and preparation of monthly provisions for finance. • Custody and maintenance of Merchants security deposits. • Releasing of the security deposits post termination of the merchant agreement and de-installation of terminal, post set-off any pending dues from the merchant. • Handling Audit and compliance and fulfilling the requirements. • Scheduled MIS reporting to Management/ Bank/ Regulators (DFS / RBI / VISA / MASTER /NPCI, etc.) • Maintaining key information / data / details pertaining to business • Coordination with the various teams within/outside the department. • Handling outsourced team / job allocation and ensuring the completion of allocated job • Maintain the repository of the merchant agreement forms and retrieval of the same based on requirement. • Keep watch on market informatics and strive for betterment of customer service experience with system/process/policy enhancements.
Job specific skills	<p>Applicants should possess the following attributes:</p> <ul style="list-style-type: none"> • Have knowledge of computer with work on experience in handling projects in MS Office with sound of MS Excel • Have sound knowledge and understanding of English language. • Have the basic knowledge of Banking & Finance • Have the customer centric approach. • Have the skill to lead team and monitor/drive the specific projects assigned from time to time.



Educational Qualifications	<ul style="list-style-type: none">• Graduate / Post Graduate / Professional Degree.
Minimum Experience	<ul style="list-style-type: none">• Minimum 1+ year of experience.
Location of posting	<ul style="list-style-type: none">• Mumbai. 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 necessary. Candidate is liable to be transferred to any other location in India.
Maximum Age on the last date of application	<ul style="list-style-type: none">• 45 Years.
Email to be sent to	careers@bobfinancial.com with subject as “ Sr. Officer / Officer – Merchant Card Operations ”
Website	www.bobfinancial.com
Other Terms	<ul style="list-style-type: none">• 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.• Canvassing, in any form, will result in disqualification of candidature.• In case of any modification in advertisement shall be updated only in Website.• The above recruitment may be scrapped at any stage of recruitment process without assigning any reasons.• 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.
Last Date for application	27th December 2021.