

Job Description	
Position	Required Executive / Senior Executive / AM for CASA Scrutiny Department – RLBO
Position Purpose	Perform complete and in-depth review of document related to account opening of CASA (Scrutinizing) and working closely with a Branch / RLBO team (Bank & BGSS).
Role & Responsibilities	1. Responsible for ensuring that all account opening forms are scrutinized in due time properly without any error. 2. Responsible for driving improvements relating to Account Opening process (CASA) and systems within the Organization. 3. Reporting to the “Manager” and manage the day to day performances of the business unit to deliver a best in class service, meeting or exceeding all KPIs. 4. Lead, inspire and co-ordinate with Branch team at all levels. 5. Be responsible for the end to end Account Scrutiny and opening process and their associated customer experience, improve efficiency & reduce complaints regarding the account opening. 6. Work closely with team. Taking responsibility for the ongoing developments of all levels. 7. Enhance the quality of interactions with team member, ensuring quality assurance, compliance, regulatory and legal obligations are met across all interactions.
Job Specific Skills	1. Minimum 2+ Years of relevant experience in KYC / AML & Liability Ops. 2. Strong knowledge of MS Office and eMail etiquette. 3. Strong Analytical, Interpersonal, Verbal and written communication skills. 4. Detail-Oriented with strong ability to manage process & time. 5. Must be able to work in a high stress environment while delivering a high-level of pensioner service. 6. Must be willing and able to work as part of a team. 7. Must be willing to work in strict security environment. 8. Swift decision making within defined TAT. 9. Co-ordinating with Branch and team member and work efficiently
Education Qualification	B. Com / Any Graduate with relevant experience only .
Minimum Experience	Minimum 3-4 years of Experience
CTC Offered	As per Industry Norms
Location of Posting	Gift City, Gandhinagar.