

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.

Position	Senior Officer/ Officer- Card Operations - Payments
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"> • Timely process of auto-debit file (Onus & Offus). • Re-run of transactions file on T+1 basis. • Timely Processing of Auto-Debit Mandate activation, deactivation, ANC & Modification • Processing of cardholder payments on real time basis for successful debits. • Minimizing the service request "attending the case on daily basis along with the queries & complaint of BCMS towards. • The allocation/transaction file and debit amount' as per the case received. • Investigate with the BOB branch on the payment transactions if details are not received in the Payment file. • Communicate the findings to BBPS, Razor pay & BCMS for via Email for any issue related to auto-debit or payment. • Debit/Credit adjustment to the cardholders • Interact and liaise with various stakeholders involved during the course of auto-debit & payment. • Recon of Payment file. • MIS maintenance • Reconciliation of GL and Post auto recon.
Job specific skills	<p>Applicants should possess the following attributes:</p> <ul style="list-style-type: none"> • Applicants should possess the following attributes: • Strong analytical and decision-making skills • Customer Orientation • Communication and Team building skills • Flexibility in hours of operation • Professional written and verbal communication and Interpersonal skills • Ability to communicate well at all levels of the organization. • Good Communication skills
Educational Qualifications	<ul style="list-style-type: none"> • Post graduate/Graduate
Minimum Experience	<ul style="list-style-type: none"> • Minimum 1+ years 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
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	29th Jan 2024