



## MCB BANK LTD OFFERS CAREER OPPORTUNITIES

MCB Bank Limited, established in 1947 is one of the largest Banks in Pakistan. Renowned for its consumer - centric approach, the Bank has a vast branch network of over in 1400 Pakistan and operating internationally in selective locations.

***“MCB Sri Lanka is looking for dynamic and career oriented individual, who have the initiative and flair to perform in a challenging environment.”***

### **CUSTOMER SERVICE OFFICERS – ISLAMIC BRANCH BANKING OPERATIONS** **(COLOMBO)**

#### **Job Profile**

- Serving customers in an effective & efficient manner, while adhering to the service guidelines, policies and procedures of the Bank.
- Compliance with local controls and regulations, money laundering / KYC guidelines in the prevention of frauds, forgeries and losses.
- Ensure that all discrepancies/demographic changes related to account opening are timely updated in the core banking system in order to align with the account mandate.
- Good knowledge in Account Opening process.
- Knowledge in Capturing Standing Orders, Stop Payments, RTGS, OTTS, SLIPS, CEFT and Internal fund transfers.
- Managing day to day operational activities in the branch banking operations.

#### **Person profile**

- Minimum 1 - 2 years of banking experience working in branch lower counter (front office) operations.
- GCE A/L Qualification.
- Part or full qualification in Banking.
- Written and oral communication skills.
- Strong interpersonal skills.
- Flair for excellent Customer Services.

***The successful candidate will be offered an attractive remuneration package which will commensurate with qualifications and experience.***

***Applicants may send their resume including the details of two non-related referees within 14 days of this advertisement. You are requested to mention the position applied for on the top left corner of the envelope or on the subject line of the email.***

**Department Head – Human Resources**

**MCB Bank Ltd,**

**No 8,**

**Leyden Bastian Road,**

**Colombo 1.**

**Email : [careers@mcb.com.lk](mailto:careers@mcb.com.lk)**

***(When you are sending your application please ensure that it is sent only by one method of delivery. Only the candidates who meet the requirement criteria should apply and the short listed candidates will only be notified.)***