

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.

Position	Assistant Manager / Senior Officer – Process Audit
Role & Responsibilities	<p>Key highlights of the role are listed below (purely indicative and not limiting):</p> <p>The person would be responsible to check policy and process adherence within the teams functioning and explore opportunities for process improvements there by increasing the productivity and overall effectiveness in the way of working. Expectations from the person would be to bring in good understanding of various departments of BFSL and should be able to present unbiased views keeping in mind the interest of the clients and the company at all times.</p> <ul style="list-style-type: none"> • Need to ensure protocols \ policy guidelines are followed in all the tasks carried in the team and compliant with necessary standards defined by BFSL. • Identification of process improvement opportunities, check on cost control measures and productivity checks. • Zero tolerance to any deviation from the defined SOP's and should alert concerned stake holders in case of any lapse \ deviations \ noncompliance in teams working. • Timely audits to ensure quality control, TAT and Policy adherence and audit reports to be submitted to all defined stake holders. • Reports to be sent at regular intervals (as agreed with the MANCOM team) giving complete update on the process and areas that needs attention • Will be in constant communication with Business Heads and MANCOM to understand gaps \ opportunity areas across various stages of the project and will work on the deliverables
Job specific skills	<p>Applicants should possess the following attributes:</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills, including demonstrated ability to communicate with senior stake holders. • Should have effective project management skills • Sound in analytics and should be result driven \ task oriented • Should be able to manage multiple projects \ process parallely • Good relationship building and management skills. • Good understanding of various functions within BFSL
Educational Qualifications	<ul style="list-style-type: none"> • Graduate/ Post graduate
Minimum Experience	<ul style="list-style-type: none"> • 2+ Years
Location of posting	<ul style="list-style-type: none"> • Mumbai (with frequent travel)

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	07th June 2023