

BOBCARD Limited (formerly known as BOBCARDS Ltd.) is a wholly owned subsidiary of Bank of Baroda and a Non-Deposit Accepting Non-Banking Finance Company (NBFC). BOBCARD Limited was established in the year 1994 to cater to the need of rapidly growing credit card industry in a focused manner. BOBCARD Limited 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.

Position	Assistant Manager/Senior Officer-Card Operations (Reconciliation)
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"> • GL reconciliation portfolio for ensuring proper & correct entries in Accounting Books • Handling Teams which process Reconciliation activity • Assuring the accuracy and completeness of reconciliation • Daily and Monthly Reconciliation to be tallied • Diagnose root cause of reconciliation gap & fix the issue identified
Job specific skills	<p>Applicants should possess the following attributes:</p> <ul style="list-style-type: none"> • Problem solving approach. • Knowledge of technical accounting functions • Experience in Financial record keeping & book keeping • Should possess skills for making calculations with minimal errors • Strong eye for errors and inconsistencies • Verbal and written communication skills. • Good knowledge of Excel • Professional written and verbal communication and Interpersonal skills • Good in Handling Team
Educational Qualifications	Any Graduate, Any Postgraduate
Minimum Experience	2 years
Location of posting	<p>Mumbai –</p> <p>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.</p> <p>Candidate is liable to be transferred to any other location in India.</p>

Maximum Age on the last date of application	<ul style="list-style-type: none">• 45 Years
Website	www.bobcard.co.in
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.
	<ul style="list-style-type: none">• 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	1st Jul 2024