

Corporate Credit Card Officer (Cards, Merchants & Payment Services Division)

Job Description:

- Process and follow up on Credit Card applications
- Conduct KYC or KYC review on new and existing customers
- Assistant in Credit Card risk control
- Back up on other staff's duty such as system testing settlements, data reporting when necessary
- Handle other and hoc duties like monthly statements
- Understanding /checking of business knowledge for the type of local companies
- Performing card management systems by coordinating with external vendors and internal stakeholders if require Implementation Bank project
- Participate in the deployment of the Cards activity (Systems, Procedure, Team)
- Follow-up the Cards System/Gateway implementation and get trained on it
- Bank's Cards support & Operation
- Follow-up on issues and Change Request. Manage the Cards team
- Participate in Cards systems implementation
- Monitor Cards & Fraud activities
- Work with VISA, Master card and UPI
- Provide Helpdesk support and resolve problems regarding system or hardware
- Test and evaluating new technology

Skill Required

- Ability to work within a team environment, interact with peers and management within the bank as well as with the other departments.
- Previous working experience in banking and Card Operation is preferred
- Strong knowledge of Debit /Credit card &POS operations
- Must be fully conversant with Visa/MasterCard rules, transactions flows and preferably the message formats.
- Ability to work under pressure and within a tight timeline
- Analytical skills

Qualifications Required

- Possess at least a Professional Degree in Business Studies / Administration / Management, Banking or equivalent.
- Certificate in Bank Accounting related preferred
- Experience in the banking industry, Cards system and Gateway
- Knowledge in working with ATM and POS, setting up Cards activity, international standard (
- Knowledge of card schemes (VISA, Mastercard, Union-Pay), SQL and chargeback