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Career Opportunities at Allied Bank Limited | ABL Jobs | Banking Jobs | Banking Service Officer

Description

Allied Bank Limited | ABL invites applications from Pakistani Nationals for the following positions.

Vacant Positions

1. Senior Officer / Officer Central Account Processing
2. Senior Officer / Officer Central Account Clearing Unit
3. Senior Officer / Officer Central Account Letter of Guarantee Unit
4. Officer Trade Factory

[Pakistan Institute of Development Economics \(PIDE\), Islamabad Jobs](#)

[National Accountability Bureau \(NAB\) Jobs 2021](#)

Qualifications

Last date to submit the applications is **September 17, 2021**. For more details about the vacancies, Please see below Job Advertisement for job descriptions, job requirements (e.g. experience, qualification, and age limit), and other perks and privileges' offered by the department.

[Punjab Human Capital Investment Project \(PHCIP\) Jobs](#)

[GC University Lahore Jobs 2021](#)

Contacts

Hiring organization

Allied Bank Limited | ABL

Employment Type

Full-time

Industry

Banking

Job Location

ABL, 54000, Karachi, Islamabad, Lahore, Multan, All Pakistan, Pakistan

Base Salary

PKR 10 - PKR 10

Date posted

September 11, 2021

Valid through

19.09.2021

Career Opportunities at Allied Bank

Applications are invited to fill vacant positions within Centralized operations, Banking Services Group, based at Lahore, Karachi, Islamabad & Multan as detailed below:

Senior Officer/Officer-Central Account Processing

- Handling the account opening process formalities including scrutiny of all the related documents in line with laid down procedure/regulations;
- Knowledge of regulatory requirements, prudential regulations, banking operations, policies and procedures;
- Handling the process of activation of dormant accounts as per Bank's /SBP policy guidelines;
- Ability to maintain turnaround time in relation to verification/activation of CPs/Accounts;
- Proficient in basic IT skills i.e., Microsoft Word, Excel and Outlook.

Eligibility Criteria

- Qualification:** At least a bachelor's degree in commerce (B.Com./IT or related qualification from HEC recognized Pakistani or reputable foreign university. Candidates having master's degree shall be preferred.
- Experience:** Minimum 01 year of relevant banking experience.
- Age:** Maximum 35 years as on August 31, 2021.

Senior Officer/Officer Centralized Clearing Unit

- Thorough knowledge of regulatory requirement, prudential regulations, Banking Operations and policies and procedures;
- Hands on experience of Branch Operations and processes involved in clearing and transaction processing;
- Ability to maintain turnaround time for completion of daily clearing activity before cut off time;
- Communication with branches/NIFT for transaction processing;
- Proficient in basic IT skills i.e., Microsoft Word, Excel and Outlook.

Eligibility Criteria

- Qualification:** At least a bachelor's degree in commerce (B.Com./IT or related qualification from HEC recognized Pakistani or reputable foreign university. Candidates having master's degree shall be preferred.
- Experience:** Minimum 01 year of relevant banking experience.
- Age:** Maximum 35 years as on August 31, 2021.

If you fulfil the eligibility criteria, as mentioned in this advertisement, and have a desire to grow in the banking career with strong willingness to take up this challenge, please apply online at our website www.abl.com/careers to the Chief Human Resource, latest by Friday, September 17, 2021.

a) Please note that only the shortlisted candidates shall be contacted. Hard copies of CVs by post or through direct email, or through courier services, as well as phone calls, shall not be entertained.

b) The recruitment process may include a series of interview and/or tests.

c) Allied Bank is an equal opportunity employer and encourages females and minorities to apply.

d) Allied Bank reserves the right to accept or reject any application(s) without assigning any reason(s), thereof.

Senior Officer/Officer-Centralized Letter of Guarantees Unit

- Ensuring smooth operations of the LG Unit for vetting, issuance, amendment, cancellation/ redemption and payment of LG claims as per bank policies, SBP rules and regulations;
- Provision of efficient and Complaint free services to branches/ customers keeping in view proper TAT;
- Responsible for processing letter of guarantees at centralized LGs unit;
- Ensure timely completion of LG issuance process as per approved TAT's defined in centralized LG Policy;
- Preparation and submission of all periodic regulatory/ departmental reporting;
- Pre-Info all branches regarding forthcoming due dates of LG's;
- Knowledge of regulatory requirements, prudential regulations, banking operations, policies and procedures;
- Proficient in basic IT skills i.e., Microsoft Word, Excel and Outlook.

Eligibility Criteria

- Qualification:** At least a bachelor's degree in commerce (B.Com./IT or related qualification from HEC recognized Pakistani or reputable foreign university. Candidates having master's degree shall be preferred.
- Experience:** Minimum 01 year of relevant banking experience.
- Age:** Maximum 35 years as on August 31, 2021.

Officer Trade Factory

- Provide efficient trade services to branches;
- Review of trade transaction and documentation;
- Prepare swift messages related to trade;
- Knowledge of forex regulations of SBP and prudential regulations;
- Knowledge of bank policies and procedures related to services operation;
- Knowledge of international publications like UCP, URC and URR;
- Proficient in basic IT skills i.e., Microsoft Word, Excel and Outlook.

Eligibility Criteria

- Qualification:** At least a bachelor's degree in commerce (B.Com./IT or related qualification from HEC recognized Pakistani or reputable foreign university. Candidates having master's degree shall be preferred.
- Experience:** Minimum 01 year of relevant banking experience.
- Age:** Maximum 35 years as on August 31, 2021.

For details: 111 225 225 | www.abl.com

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