

JOIN THE MOST AWARDED BANK IN SRI LANKA



With an enduring vision of being the most technologically advanced, innovative and customer friendly financial organization, we, the Most Awarded Bank in Sri Lanka, continue to progress steadily while being the first Sri Lankan bank to be listed amongst the Top 1000 Banks in the World.

Our unparalleled record of success is supported by an unmatched suite of digital offerings and superior standards in service, stability and performance. We are poised to ascend to even greater heights in the near future.

EXECUTIVE ASSISTANT – VIDEO KYC UNIT (Fixed Term Contract)

As an Executive Assistant in the Video KYC Unit, you will be responsible for conducting video KYC (Know Your Customer) verification processes to confirm the identity of prospective customers. Your role involves guiding customers through the video KYC process, verifying their identity, and ensuring accurate completion of all necessary documentation.

Job Profile

- Utilize advanced techniques to confirm customer identities securely of Video KYC unit
- Ensure strict compliance with regulatory requirements at all times
- Maintain accurate records and documentation of customer verification processes
- Stay updated on KYC regulations and participate in training sessions to enhance skills

Applicant's Profile

- Age should be below 28 years
- Passed G.C.E (O/L) with 06 subjects, including "Mathematics" and "English" with 05 "C" passes in a single sitting OR Passed Edexcel or Cambridge (O/L) examination with 06 subjects, including 03 "B" passes in "Mathematics" and "English" and 03 "C" passes in a single sitting

And

Passed G.C.E (A/L) with 03 'S' passes for main subjects (excluding general English) OR 03 "C" Passes at Edexcel or Cambridge (A/L) in a single sitting

- Experience in banking, compliance, or a related field, with a strong focus on KYC, AML, or customer on boarding will be an advantage
- Excellent communication skills in written and verbal

The successful candidates will be provided with an attractive remuneration package including fringe benefits, commensurate with benchmarked financial institutions.

Applications with all relevant information should be submitted to reach the under-mentioned by e-mail within 10 days of this advertisement with the respective post marked as the subject.

Deputy General Manager – HRM
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 **COMMERCIAL BANK**

Our interest is in you