



# Are you driven by ambitious goals for your future?

Seylan Bank, one of the most progressive banks in the country, is seeking a competent and forward thinking person to fill the following vacancy. This is your opportunity to join our dynamic team and move towards your career goals.

## Executive Officer – Cards Operations

### Job Responsibilities

- Supervision of operational activities pertaining to VISA/MasterCard transactions and settlements at Card Centre.
- Handling customer communications and vendor payments.
- Overseeing of entries passed in Cards, Core Banking and Other related systems.
- Coordinate with the branches on Cards related inquiries.
- Coordinate with Card Schemes and other external parties as and when required.

### The Person

- Minimum of 6 years of experience in banking with exposure to Basic knowledge on Card Products.
- Positive Attitudes and willingness to go an extra-mile.
- Knowledge on MS Office Packages – Word/Excel/PPT
- Good Communication and inter-personal skills.

Applicants are invited to log on to [www.seylan.lk](http://www.seylan.lk) and upload the updated CV along with a recently taken photograph or email the CV to [careers@seylan.lk](mailto:careers@seylan.lk) within 7 days of this advertisement

Only the shortlisted candidates will be contacted by Seylan HR

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