

# 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.

## Card Processing Associate (Credit Card Verification & Processing – Fixed Term Contract)

### Job Profile

- Reviewing the documents provided by the card applicants to ensure accuracy and compliance with the eligibility criteria
- Collects and verifies information supplied by applicants, rejects and returns incomplete or illegible applications
- Obtaining credit evaluation reports from credit reference agencies such as Credit Information Bureau of Sri Lanka (CRIB)
- Processing Credit Card applications and forward for approval
- Maintaining process related databases

### Applicant's Profile

- Preferably below 30 years
- Passed G.C.E. O/L or equivalent including English and Mathematics
- Passed minimum of one main subject at G.C.E. A/L or equivalent
- Outstanding communication both oral and written
- Working knowledge of MS Office
- Ability to focus on details and accuracy in information processing
- A results oriented approach and ability to work under pressure
- Ability to work long hours and during weekends
- Strong problem solving skills

Successful candidates will be provided with an attractive remuneration, commensurate with benchmarked financial institutions.

**Interested candidates are invited to apply for the position, all applications should be routed through our corporate website**

**To apply, please visit,**

[www.combank.lk](http://www.combank.lk)

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