


# Remittance Officer

## Baraka Bank (Pakistan) Limited

	Total Positions: 1	Experience: 2-4 Years
	Gender: Any	Travel Required: Not Specified
	Min Education: BSC-BA	Job Shift: Morning
	Career Level: Experienced (Non Manager)	Salary Range: Not Specified
Category/Industry: Banking		Max Age Limit: Not Specified
Posted on: 03 February 2016		Expiry Date: 03 May 2016
Job Type: fulltime		

### Job Description:

- **Responsibilities:**
- Responsible for the daily outward and inward transactions of the remittance product
- Checking customers' "Application For Remittance" Form to ensure that the Form is duly completed
- Processing and ensuring efficient and timely processing of the payments
- Contacting customers to rectify any error and / or incomplete information provided
- Reconciling the SS payments received from the customers against the foreign currencies, FX rates and amounts to be remitted
- To assist in counting of both local and foreign currencies banknotes
- Attending to our existing customers' enquiries pertaining to the remittances
- Liaising with the various departments with regards to the debiting and/or crediting of the customers' current accounts with the Bank
- Ensure compliance with Anti-Money Laundering policy and prepare transactions monitoring report
- Prepare various management reports on a timely basis
- Other responsibilities delegated by Superior.

### Required Skills:

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