



**Experience:**

i) For PO:

- Minimum 07 (seven) years banking experience with minimum 4 (four) years in the field of Financial Management Solution wing.
- Working as Head of Financial Management Solution wing will be given higher preference.
- Age not exceeding 38 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

ii) For SO:

- Minimum 06 (six) years banking experience with minimum 3 (three) years in the field of Financial Management Solution wing.
- Working as Head of Financial Management Solution wing will be given higher preference.
- Age not exceeding 35 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**Responsibilities:**

➤ **Financial Management Solution wing**

- Planning for corporate business and setting target.
- Establishing relationship with corporate clients.
- Signing agreement with ISPs, Hospitals etc. to integrate their customers for the payment of bill etc.

d) PO/SO (Wing Head) for **E-commerce Business wing** under **Corporate Business Unit** of ADC Division.

**No. of Post:** 01 (one)

**Job location:** anywhere in Bangladesh.

**Academic Qualification:**

Masters degree from a reputed University. Having MBA degree will be given higher preference.

**Experience:**

i) For PO:

- Minimum 07 (seven) years banking experience with minimum 4 (four) years in the field of E-commerce Business wing.
- Working as Head of E-commerce Business wing will be given higher preference.
- Age not exceeding 38 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

ii) For SO:

- Minimum 06 (six) years banking experience with minimum 3 (three) years in the field of E-Commerce Business wing.
- Working as Head of E-commerce Business Wing will be given higher preference.
- Age not exceeding 35 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**Responsibilities:**

➤ **E-commerce Business wing:**

- Opening Bank A/C of e-commerce merchants with the Bank.
- Signup with new e-commerce merchants.
- To Meet assigned target set by the management.



*Javed Khan*



- Handling transaction disputes with merchant.
- Maintaining merchant liaison to buildup fruitful business with the bank.

e) PO/SO (Wing Head) for **Operation & Support wing** under **Corporate Business Unit** of ADC Division.

**No. of Post:** 01 (one)

**Job location:** anywhere in Bangladesh.

**Academic Qualification:**

Masters degree from a reputed University. Having MBA degree will be given higher preference.

**Experience:**

i) For PO:

- Minimum 07 (seven) years banking experience with minimum 4 (four) years in the field of Operation & Support wing.
- Working as Head of Operation & Support wing will be given higher preference.
- Age not exceeding 38 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

ii) For SO:

- Minimum 06 (six) years banking experience with minimum 3 (three) years in the field of Operation & Support Wing.
- Working as Head of Operation & Support Wing will be given higher preference.
- Age not exceeding 35 years as on 30.11.2022.
- Age relaxation for highly experienced/qualified candidates.

**Responsibilities:**

➤ **Operation & Support wing:**

- Verifying and scrutinizing e-Merchant Request Forms & Agreements.
- Merchant Web Portal Check and Verify.
- Merchant Integration process with IT team.
- Report generation.
- Handling transaction disputes with merchant.
- Communicating with respective department for merchant Payment.

f) Officer, Junior Officer (JO), Deputy Junior Officer (ADC) for **Financial Management Solution wing, E-Commerce Business wing and Operation & Support team wing** under **Corporate Business Unit** of ADC Division.

**No. of Posts:** Officer- 02 (Two), JO- 03 (Three), Deputy Junior Officer (ADC)- 06 (Six).

**Job location:** anywhere in Bangladesh.

**Academic Qualification for Officer:**

Masters degree from a reputed University. Having MBA degree will be given higher preference.

**Academic Qualification for Junior Officer (JO) and Deputy Junior Officer (ADC):**

Graduation degree from a reputed University. Having Masters Degree will be given higher preference.

**Experience:**

i) For Officer:

- Minimum 04 (four) years banking experience with minimum 2 (two) years in the field of Financial Management Solution wing, E-commerce Business wing and Operation & Support team wing.
- Working experience in Financial Management Solution wing, E-commerce Business wing and Operation & Support team wing will be given higher preference.



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