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| **Position / Job Title** | **MIS Officer (OG-II / OG-I)** |
| **Reporting to**  | Wing Head - MIS & Analytics |
| **Academic / Professional Qualification** | * Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC
* Candidates holding Master’s Degree and / or relevant certification(s) would be preferred
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| **Experience** | * Minimum 03 years of Banking experience, out of which 02 years in the field of data analysis / MIS / business intelligence
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| **Other Skills / Expertise / Knowledge Required**  | * Superior data collection, financial and quantitative skills
* Proficient in advance MS Excel, any visualization tool
* Basic understanding of products and services offered in Corporate & Investment Banking
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| **Outline of Main Duties / Responsibilities** | * To analyze and monitor credit limit utilizations, expiries and recoveries of corporate relationships on Pan-Pakistan basis
* To prepare and consolidate wallet-sizing of corporate customers to ensure that the Bank is getting maximum ancillary business and positive risk-adjusted return on capital from each relationship
* To prepare Annual Budget-Corporate & Investment Banking Group for management review and onwards submission to Financial Control Group
* To analyze and follow-up on the Statement of Classified Accounts (SCA) and monitor the progress on recoveries there-against on fortnightly / monthly / quarterly basis
* To prepare credit-related reports including fund flows, sectoral, infrastructure project financing etc. and submit to internal and external stake holders as required
* To assist Divisional Head – Analytics & Compliance Division in preparation of presentations to senior management and Board of Director as and when required
* Development of dashboards and control methodologies
* To perform any other assignment as assigned by the supervisor(s)
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| **Place of Posting** | Karachi |