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| **Position / Job Title** | **Officer Analytics (OG-II / OG-I)** |
| **Reporting to** | Regional Manager R&A |
| **Academic / Professional Qualification** | * Minimum Graduation or equivalent from a local or international university / college / institute recognized by HEC * Candidates having Master’s Degree and / or relevant certification(s) would be preferred |
| **Experience** | * Minimum 04 years of experience in the Banking industry out of which minimum 02 years of experience in analytics, business intelligence and risk management |
| **Other Skills / Expertise / Knowledge Required** | * Strong analytical and structuring skills * Sound understanding of products & services offered in Corporate & Investment Banking * Excellent credit related expertise * Thorough understanding of the needs of local and regional corporate client base as well as regulatory regime will be an advantage |
| **Outline of Main Duties / Responsibilities** | * To assist Manager - Reporting & Analysis in preparation of concerned division monthly, quarterly, bi-annually and annual returns and response to queries as received * To prepare relevant MIS packages / decks (of varying frequencies as appropriate) used for effective business monitoring and tracking against Plan / Target * To prepare periodic reporting of Regional Corporate Head and Head Office * To analyze & consolidate MIS required RCC & HO on monthly and as on requirements basis * To monitor business targets up till RM level, account wise, region wise on monthly basis for onward submission to senior management of the Group * To facilitate Head Office with important and confidential reports for the preparation of Presentations to BoD's and top management as and when required * To prepare and monitor expenses on monthly basis in consultation with Regional Head and Manager - Reporting & Analysis * To assist Manager - Reporting & Analysis for admin and / or HR related issues pertaining to concerned Division in correspondences with HR and Administration wing, Strategy & Business Planning Division * To perform any other assignment as assigned by the supervisor(s) |
| **Place of Posting** | Multan |