



JOB OPPORTUNITY

ICB Islamic Bank Limited, a multi-national Islamic shariah based Financial Institution majority owned by the Malaysian shareholders, invites applications from qualified sound dynamic professionals for following positions :

POSITION : TRADE FINANCE SENIOR OFFICIAL

No of Vacancy : 10

Location : Dhaka, Chattogram, Barisal, Sylhet, Rajshahi, Jashore Division

Job Context

This position is responsible to deal with Export-Import process and comply with the rules and regulations of the home country as well as the exporting country as per UCPDC, UCPURR and Bangladesh Bank Guideline for Foreign Exchange Transaction etc.

Job Responsibilities

- To deal with Export-Import Process.
- To comply with the rules and regulations of the home country as well as the exporting country as per UCPDC, UCPURR and Bangladesh Bank Guideline for Foreign Exchange Transaction etc.
- Provide timely and accurate completion of reports
- Ensure smooth documentation process by following proper procedure
- Provide necessary support and coordinate with related divisions as and when necessary
- Ensure service excellence to the clients as per bank's policy.
- Maintain all registers, records and documentation as per guidelines
- Timely prepare and provide Regulatory reporting
- Executing any other duties as and when required by the Management or Line Manager.

Employment Status

Full-time

Educational Requirements

- At least MBA/ MBM/ Masters degree in any discipline preferably with commerce background having no 3rd class in academic records.
- S/he must be Computer literate.

Experience Requirements

- 3-5 years' practical experience of working in the related field in Bank.

Additional Requirements

- Below 35 year(s)
- Applicant must be energetic with pleasant personality.
- Well conversant in English and Bengali.
- Ability to work under pressure.

If you believe that you are the right person for the above mentioned position by meeting the requirements, please submit in confidence with your updated Curriculum Vitae and recent one copy of passport size photograph **mentioning the position applied for on the subject** at recruitment.hrdho@gmail.com

Application Deadline: June 05, 2021

- N.B.:**
- ICBI BL is an equal opportunity employer.
 - Only short listed candidates meeting the required criteria will be called for interview;
 - Any kind of persuasion will lead to immediate disqualification;
 - ICBI BL reserves the right to accept any or reject all applications without assigning any reason whatsoever.