



JOB REF NO: CITI-08

JOB TITLE: Private Bank Client On-boarding Analyst

JOB DESCRIPTION:

Part of APAC Client Onboarding Operations, the incumbent's tasks include:

- Review account opening documents for timely set up of account(s) for Citi Private Bank clients
- Review documents relating to change of entity account structure as well as credit documents
- Prepare daily and monthly MIS
- Perform User Testing in account opening module
- Perform control sample testing
- Handle email/phone queries from front liners

We are looking to combine the role of KYC/QA as well - expectation to do quality assurance checks on our Know Your Client

Job Requirement:

- Experience in Banking & Finance with 3-5 years of experience in banking operations
- Excellent communication and interpersonal skill
- Strong team player and ability to work independently
- Fast learner
- Meticulous and organized