

ARKA Jain University
Training & Placement Department
Placement Opportunity: Bank of America

NOTICE NO. : AJU/T&P/UG/0050/19-20

DATE: 22/09/2020

COMPANY PROFILE SUMMARY

Bank of America is one of the world largest financial institutions, serving individual consumers, small- and middle-market businesses and large corporations with a full range of banking, investing, asset management and other financial and risk management products and services. BA Continuum is a nonbank subsidiary of Bank of America, part of our Global Delivery Center of Expertise in the bank. Our employees help our customers and clients at every stage of their financial lives, helping them connect to what matters most. This purpose defines and unites us. Every day, we are focused on delivering value, convenience, expertise and innovation for the individuals, businesses and institutional investors we serve worldwide. We are committed to attracting and retaining top talent across the globe to ensure our continued success. Along with taking care of our customers, we want to be the best place for people to work and aim at creating a work environment where all employees have the opportunity to achieve their goals. BA Continuum India Pvt. Ltd. supports business process, information technology and knowledge process across Consumer Banking, including Card and Home Loans, Legacy Asset Servicing, Global Banking and Markets, and Global Wealth and Investment Management lines of business at Bank of America.

JOB DESCRIPTION

Digital Account Opening associates work on opening new account requests for different types of personal account

(Checking, Savings, Check card, ATM cards, CDs). We receive these requests primarily from internet. Critical steps

involved in the role are verification, booking, services & funding of new consumer deposit accounts. The process is

a part of Deposit products Services (DPS) under the Shared Service Operations

DESIGNATION – **Team Member**

RESPONSIBILITIES

- o Ensure that the targets are assigned in accordance with the SLAs are met
- o Ensure that the quality of the account opening is in compliance with predefined parameters
- o Identify potential areas for process improvements & highlight the same to the TL/AM
- o To be a part of End to End process and work in any of the queues as and when required
- o Ensure the timely reply (via e-mail) on any of the LOB/SME request
- o Ensure the timely escalation in case of any discrepancy in the reports or the transaction in CD

JOB TYPE: Full Time

REMUNERATION OFFERED : 3 Lakh INR per annum

ELIGIBILITY CRITERIA :

- Eligibility Criteria for students –B.Com, BBA, BA, BSc, BCA (Batch 2020 with no active backlog's).
- Students meeting the above eligibility criteria would be required to go through an online assessment followed by interviews
- Should be willing to work in GIFT City, Ahmedabad

JOB LOCATION : GIFT City(**Gujarat** International Finance Tec), Ahmedabad

JOINING: Immediate

WORK TIMINGS: 07:30 – 16:30 / 15:30 – 00:30

JOB REQUIREMENT

Good command over English.

SELECTION PROCESS:

- 1.Telephonic Interview
2. Aptitude Test

PROCESS OF REGISTRATION

1. E- Mail Your Resume to placements@arkajainuniversity.ac.in
2. The Subject Line of Your Mail Must Be Mentioned As “Bank of America”
3. Resume Must Be In The Standard Format – MS Word File. Resume File Name Must Be Student’s Own Name.
4. Resumes In Any Other Format Will Be Rejected.
5. Kindly send your Resume by **6pm 23 September 2020**

Sd/-



Head – Training & Placements

Disclaimer: The information mentioned above is as shared by the employer the institution will not be responsible for any deviation.

