

SENIOR BANKING ASSOCIATE / JUNIOR EXECUTIVE ISLAMIC BANKING BRANCH OPERATIONS

The job holder will be responsible to assist Head of Islamic Banking by providing a friendly, caring customer service while maintaining a high accuracy in operations.

THE JOB

- Thorough understanding of the approved, current policy, procedures & SLAs relating to branch transactions.
- Proactively generate leads for products & services.
- Follow up on facility arrears position and daily excesses.
- In putting daily transactions to the system.
- Follow up on transactional documentations with the customers and update on daily basis.
- Manage existing customers to increase business and to acquire new customers.
- Assisting & coordinating with NDB network with regards to accounts opening and other related work.
- To maintain zero-tolerance with respect to adherence to all internal/external audit & regulatory compliance as applicable.
- Understand client needs and make suggestions as per policy.
- To check accuracy & completeness of all client requests relating to all back office functions.
- Ensure safe-keep of all data & documents of the branch as per policy.
- Providing feedback to the branches and network management on IB performance of each branch.
- Preparation of reconciliation reports and other related reports on a timely basis.

THE PERSON

- Full/ Part qualified in Banking, Finance or related field.
- Possess around 02 to 04 years of banking or financial institutions experience with minimum of 02 years in Islamic banking.
- Possess excellent communication and multitasking skills.
- Knowledge in MS Office Package.

Position is at Senior Banking Associate / Junior Executive Level.

Please login to <https://www.ndbbank.com/careers> to apply on or before 14th March 2025.

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



The future is banking on us

Vice President Human Resources