

Be Different



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சியபத பிளான்ஸ்
Siyapatha Finance
(Finance Company of Sampath Bank Group)



OPERATIONS EXECUTIVE / JUNIOR EXECUTIVE

THE JOB

- Smooth handling & inception of customer lease files while adhering to the superior customer service standards
- Ensure the recording & safekeeping of CR Books/Duplicate Keys & other related documentation pertaining to all types of vehicles
- Arranging the release of CRs on immediate receipt of clearance for full settlement of the Lease outstanding upon necessary recoding in the registers maintained for such releases
- Handling RMV documents & vendor payments
- Ensure excellent service to both internal and external customers

THE PERSON

- A Minimum of 3 years of experience in a similar capacity
- Minimum G.C.E A/L qualification and a Bachelor's degree would be an added qualification
- Thorough knowledge on the Finance Industry and operational procedures
- Excellent communication and interpersonal skills
- A good team player with a positive attitude



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