

BANKING ASSISTANT/SENIOR BANKING ASSISTANT RETAIL MIS AND NPA REPORTING

To maintain Retail MIS reports for internal and external reporting, inclusive of information required for impairment calculation.

THE JOB

- Analyze portfolio trends and compile reports for higher management.
- Maintain and update MIS databases to improve efficiency.
- Track flow rates billing wise on a monthly basis and identify trends.
- Calculate staff incentive payments (individual and team incentives) and ensure accuracy.
- Track bucket movements, settlements, waiver concessions, write-downs, write-offs, and portfolio behavior for reporting and LGD/impairment calculation purposes for retail products.
- Ensure fast turnaround times and maintain the highest level of accuracy for all MIS compiled.

THE PERSON

- Possess part professional qualifications in the field of Banking / Data Analytics / AI.
- Sound knowledge of the Microsoft Office package, including advanced Excel, PowerPoint, and Power BI, would be an added advantage.
- Possess strong analytical skills and attention to detail.
- Minimum 1-3 years of overall banking experience with a good understanding of the T24 system and available options.
- Must be a Good team player, commitment to work within short deadlines and ability to work long hours.

Position is at Banking Assistant/Senior Banking Assistant

Please login to <https://www.ndbbank.com/careers> to apply on or before 19 th of December 2025.

We will correspond only with the shortlisted applicants

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"We are an equal opportunity Employer"



 **NDB bank**

The future is banking on us

Vice President Human Resources