

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"



 **NDB bank**

The future is banking on us

Vice President Human Resources