

# JUNIOR EXECUTIVE – WHOLESALE BANKING

To assist the relationship managers in their routine operations along with providing assistance for timely completion of reviews / Acting as the assistant relationship Manager for selected number of accounts / Preparation and successful evaluation of details credit proposal for such selected clients covering all necessary information and Risk

## THE JOB

- Assisting the Relationship Managers on new client on boarding
- Follow up on daily transactions and Works closely with delivery teams such as Trade / CPU / Treasury / CAU / CBD Compliance / Administration / IT / Risk / Branch / Finance
- Confirming balances and assisting clients with inquiries in relation to transactions
- Assisting team in achieving the team Budget in terms of banking revenue, loans and advances and deposits
- Call for Audited / Management accounts, CRIB reports, Information on Bank facilities, Check on validity on Insurance, Stocks and Debtors statements
- Providing instructions and ensuring on timely granting's of short term loans/ Short term loan recoveries /short term Loan tenor amendments / short term loan rollovers / short term loan special extensions
- Coordinating and following up with the clients on Cash build up margin account opening as per the latest credit appraisal
- Monitoring and assisting Relationship Managers in managing watch listed and worry clients
- Closely monitor and Follow-up on Draft Offer letters and ensures such offer letters are delivered to customers within two weeks
- Confirmation of account numbers / VAT / SVAT details to CAU to ensure proper collection of offer letter charges/ limit review charges
- Ensuring all required information / confirmations / e mail to internal stake holders to be provided with accuracy and within the specified time lines / target dates

## THE PERSON

- Full qualification in Banking and Finance or an equivalent professional qualification / Professional qualification related to Credit Management / Part qualification CIMA, ACA, ACCA, or equivalent qualification
- Possess minimum 4-5 years' experience in Banking
- Communicates own ideas openly with conviction and takes feedback constructively - Displays energy and enthusiasm in a changing environment and is able to manage demands of change

Please login to <https://www.ndbbank.com/careers> to apply on or before 10th April 2024

We will correspond only with the shortlisted applicants

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The future is banking on us

Vice President Human Resources