

# United Arab Emirates Jobs Expertini®

## Associate Relationship Manager Jobs In Abu Dhabi UAE 2023 | Abu Dhabi Islamic Bank

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Company: Abu Dhabi Islamic Bank

Location: Abu Dhabi

Category: sales-and-related

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Support the Division Head and RMs in the overall maintenance of the assigned relationships within a Division – including but not limited to preparation of credit approval packages, AC memos, Credit Round Table 'CRT' discussion materials, credit file maintenance, supporting the lead RM on business growth and operational matters:/

Accountabilities:

Track review dates, and ensure all facilities are renewed/deferred on a timely basis

Ensure consistency, accuracy, quality, and integrity of all proposals/memos

Conduct client calls at least quarterly and ensure all call memos are appropriately documented capturing the contents of the meeting, business opportunities, credit financial plan etc and ensure these memos are routed via the requisite systems

Maintain and reconcile the credit files and identify discrepancies and variances

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