

Associate Relationship Manager Jobs In Dubai UAE 2023 | ADIB Careers

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Description:

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:/

Job Responsibilities

Support Division Heads and RMs in the review and preparation of credit approval packages, AC memos, Credit Round Table ‘CRT’ discussion materials etc. and ensure the same are completed as per the bank’s requirements

Attend client calls/meetings in conjunction with the RM/Division Head in relation to the client’s banking requirements

Work closely with the product partners – CFIB, GTB and Treasury on maximizing potential cross sell opportunities within a relationship

Develop and prepare spreadsheets and perform financial analysis incl. basic financial modeling (if applicable) and qualitative analysis to support analysis of potential and existing credit applications

Verify the accuracy and quality of information (both qualitative and quantitative) provided by the client

Carry out initial market checking and monitor credit worthiness of obligors/counterparties including search for negative press articles, rating agencies.

Liaise with Risk in relation to the credit approval packages such as responding to queries and comments from Risk Management etc.

Prepare necessary security and other documents in liaison with Legal & Sharia departments

Liaise with CAD as and when required during preparation of CA packages and ensure all deferred documentations are tracked and obtained on time as well as updating all the banking standards such as compliance clearance, documentation checklist, call reports etc. in a timely manner

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