

## Credit Documentation Officer Jobs In Sharjah | Invest Bank P.S.C

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Company: Invest Bank P.S.C

Location: sharjah

Category: other-general

### Credit Documentation Officer Jobs In Sharjah | Invest Bank P.S.C

About the job Documentation preparation and execution as per the credit approval

Limits Management in accordance with the facility approval and executed documentation

Submit the applications for authorization of Disbursement in line with credit approval and process

Submit applications for Credit Control authorization in line with the approved procedure

Data input for Collateral Monitoring and reporting in accordance of the approved procedure

MIS, Internal and Regularity reporting Requirement Review the Credit Approval package

(Corporate and or Retail) and ensure compliance with the regulatory policies and procedures.

Preparation of all business legal agreements and Collateral documents through the standard documents, which are legally approved and used as per the bank's internal policies and procedures.

Ensure that all approval conditions and covenants are legally binding, enforceable, and material for the processing of the credit disbursement.

Ensure that all necessary approvals and documentation are in place before credit limits are implemented adhering to policies and approval requirements.

Implementation of Credit limits along with availments conditions in the core system and other limit monitoring systems, control, amend, and cancellation of facilities on the systems.#J-

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