

Documentation Specialist

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Company: Marc Ellis

Location: abu dhabi

Category: other-general

Location – Onsite)

Contract – 6 months extendable.

Knowledge & Experience:

- 3-5 experience in Private Banking/CRE with at least 2 years' experience in the Private Banking/CRE CAD function.

Skills:

- Knowledge and use of banking software systems, basic PC skills and common MS applications like Excel and Word.
- Good knowledge of English language (both written and spoken).
- Good knowledge of Bank's financial system.
- Very good knowledge of Banking Products (Conventional & Islamic) / Private Banking & Commercial Real Estate
- (CRE) Credit Administration function.
- Very good knowledge of U.A.E. legal environment & Central Bank regulations.
- Team Player, ability to work under pressure, attention to details.

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