

Islamic Finance Executive-Auto Finance (Outsource Role)

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Company: Abu Dhabi Islamic Bank PJSC

Location: , , United Arab Emirates

Category: business-and-financial-operations

Role : Islamic Finance Executive - Auto Finance Location : UAEMain Responsibilities:•

To source Sahel products to the specified target segment and achieve or exceed the assigned target. • Maintain good relationship with all the business entities/ individuals where the business sourced. • To visit potential companies / institutions, to finalize business deals within the targeted turnaround time based on ADIB policy and procedure. • Full awareness on product knowledge and implementing them at all times. • Deliver a timely prompt service to the Customers. • Adhere with stipulated office liming, follow strictly, secrecy norms and maintain data confidentiality. • Prepare and review Standard Credit Application and ensure all information provided are accurate and ensure authenticity of the critical documents (Copies of Bank Statement, Passport copy, Salary certificate) prior sending to DSPU for processing. • Follow the approval process and escalate the delay to RSS, if any. • Execute Murabaha contract with the customer representing ADIB, and prepare the file as per the check list, forward card a location for card issuance through the coordinators within 24 hours of completing signing formalities with customer. • To ensure that all applications submitted are error free and fix rectify the error in case of any. • Check the file activation and notify the RSS in case of delay at Card center end. • To maintain a good rapport with Inter-department / peers by ensuring a smooth flow of business. • To participate in activities assigned by your line manager during promotions. • Initiate cross-sell other banking products on best efforts basis. • Escalate customer complaints to the supervisor level if any.

Specialist Skills / Technical Knowledge Required for this role:

- Broad knowledge of ADIB's Retail Banking products & services • Fair knowledge of service standards, Sales skills and Computer skills
- Good Knowledge of UAE banking practices, regulations &. risks • General awareness of competitors in the local market

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