

Personal Finance - Islamic Finance Executive - Dubai & NE (Outsource) United Arab Emirates Post[...]

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Company: Abu Dhabi Islamic Bank PJSC

Location: , , United Arab Emirates

Category: business-and-financial-operations

Role : PF- Islamic Finance Executive Location : Dubai & NE Role Purpose:To source Personal Finance product to the specified target segment & achieve or exceed the assigned target Key Accountabilities of the role

1. Main Responsibilities:

To source Al Khair / Tadawul product to the specified target segment and achieve or exceed the assigned target.

Maintain good relationship with all the institutions / governmental department.

To visit Institutions / governmental departments to meet potential customers and 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 timing, follow strictly, secrecy norms and maintain data confidentiality.

2. Regular / Occasional Responsibilities:

Prepare and review Standard Credit Application and ensure all information provided are accurate and ensure authenticity of the critical documents (Bank Statement, Passport copy, Salary certificate etc..) prior sending to DSPU for processing.

Follow the approval process and escalate the delay to RSS, if any.

Execute Murabaha contact with the customer representing ADIB, and prepare the file as per the check list, forward the files for disbursement through the coordinators within 24 hours of completing signing formalities with customer.

To ensure that all deals 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 RFO 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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