

Specialist Court Orders and Certificates

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Company: TASC Outsourcing

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Job Description :

Our client is the leading Bank in UAE. They are now looking for **Court Orders and Certificates Specialist** to join them.

Roles & Responsibilities

Manage court orders and governmental authorities' requests. This includes receiving requests, checking court orders, name searching, processing the requests and follow-up to direct all court orders to the checker.

Timely reporting to concerned parties on relevant operational risk, fraud, AML and other related issues accurately and efficiently.

Timely reporting to Central Bank for all Customer Information Requests and Commercial Building Reporting.

Issuance of police letters and providing the police with the required information based on requests received from Financial Information Unit and Dubai Police Portal.

Ease Experts assigned by the courts job by coordinating with other departments and providing them with all requested documentation.

Perform any other task as requested by direct manager.

Preference

A clear understanding of retail banking and branch network processes.

An understanding of all kinds of Court processes

An understanding of Central Bank's processes with regards to the AML SCU

Qualifications:

Bachelor's Degree from an internationally recognized educational institute

Minimum of 2 years' experience in a Banking environment.

Effective communication skills in English and Arabic

Benefits:

Employment Visa

Medical Insurance

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