

JUNIOR EXECUTIVE (MIS / COORDINATOR) – REMEDIAL MANAGEMENT UNIT

THE JOB

- To ensure that all periodic reports in relation to RMU portfolio are submitted to respective internal/external stakeholders within agreed timelines/intervals without any gap
- Managing all RMU data/information centrally and maintaining records accurately
- Effective coordination between RMU and all other stakeholders
- Assisting AVP – RMU in all MIS matters/Coordination with stakeholders
- Identifying gaps in relation to data/information/reports required to update RMU performance and work with Data Analytics/other units to close said gaps
- Analysis of large datasets in various data formats/data schemes, monitor trend analysis in granular level data sets and provide comprehensive analysis in relation to RMU portfolio
- Coordinate with business units, other support functions to gather details, prepare periodic reports/MIS
- Adhere to internal audit requirements, compliance with all applicable regulations both internal and external
- Work within the team with team spirit and develop acceptable level of relationship among team members and internal & external stakeholders

THE PERSON

- Bachelor's Degree/ Diploma in Data Science/ Statistics or Mathematics/ Statistics with IT/ Finance background
- Minimum 1 year experience in the related field with overall 3 years banking experience
- Excellent in Communication, Co-ordination, presentation skills
- Possess analytical & computational thinking skills
- Competence in Microsoft Advanced Excel, Power BI preferred
- Possess planning & organizing skills

Please login to <https://www.ndbbank.com/careers> to apply on or before 30th April 2024

We will correspond only with the shortlisted applicants
"We are an equal opportunity Employer"



Vice President Human Resources