

# BRANCH PAWNING OFFICERS (SENIOR BANKING ASSOCIATE / JUNIOR EXECUTIVE)

## THE JOB

- To carry out pawning / gold loan transactions as per bank's policies/procedures and practices
- To check accuracy and completeness of all client requests relating to cash, cheques, gold and other over-the-counter services  
Manage and maintain of existing mobile device management (MDM) solution. Implements and enforces policies to enhance security
- To assist the branch manager to achieve the branch financial targets
- To maintain a stable/healthy gold advance portfolio and achieve the assigned pawning/gold loan budgets
- To ensure a higher recovery ratio through customers and to ensure that minimum gold articles are sent for auction
- To proactively generate leads for products and services and follow-up for conversion
- To actively participate in business promotions and conduct local marketing campaigns and acquire new customers to the bank
- As and when required to ensure completion of account opening mandates / customer request / security documents (as applicable) accurately and forward for respective units for processing and safe keeping in a timely manner
- Maintain zero-tolerance in respect of adherence to all internal / external audit and regulatory compliance as applicable

## THE PERSON

- Possess around 2 years of experience in managing gold advances portfolio in a bank or a leading finance company
- Should be part qualified in Banking & Finance or an equivalent professional qualification
- Be a good team player with excellent communication and interpersonal skills Strong Linux administration skills and hands on experience on various flavors of Linux (CentOS, Red Hat)
- Attention to detail and be able to work under pressure

Please login to <https://www.ndbbank.com/careers> to apply on or before 16<sup>th</sup> May 2025.

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



Vice President Human Resources