



Ready to grow from learning to leading?

At Seylan, ambition grows through experience. This role allows you to learn the work, power through challenges, and contribute meaningfully as you turn learning into capability.

Executive Officer/ Senior Executive - Credit Analyst

For SME HUB (Negombo)

Job Responsibilities

- Appraisal of SME credit proposals based on documents provided by branches within the stipulated Turnaround Time (TAT).
- Undertake business inspection/ property visits jointly with the Branch SME relationship officers.
- Coordinate with the SME Relationship Officers at branches/ clients to obtain information to expedite credit proposals.
- Liaise with Area Office/ Seylan Head Office for tracking status of proposals recommended and to expedite credit proposals.
- Initiate title verification and valuation of property.
- Liaise with legal agencies for obtaining title verification and valuation reports within the stipulated time.
- Ensure periodic review of facilities which are in the performing grade.
- Prepare Term Extension Facilities (TEFs) for temporary requests.
- Restructure/ Reschedule facilities in the performing grade.
- Collaborate with branches to ensure excess/ temporary facilities allowed are settled on due dates.
- Monitor Non – Performing Assets (NPA) facilities and follow up for settlement.

The Person

- Minimum 6 - 7 years of experience out of which 3 - 4 years in Credit Analyst or similar role.
- Full or part professional qualification in Banking/ Finance from a recognized professional body.
- Degree or a professional qualification in Management would be an added advantage.
- Excellent communication skills and a collaborative mindset.
- Strong analytical, investigation, interpersonal skills and communication skills in English both verbal and written.
- Attention to detail and commitment to data accuracy.
- Professionalism, dependability, integrity and trustworthiness combined with a cooperative attitude.

If you fulfill the above criteria, we invite you to email your cv along with a recently taken photograph to careers@seylan.lk within 7 days of this advertisement.

Only the shortlisted candidates will be contacted by Seylan HR

Embrace courage. Unlock greatness.

