

JOIN THE MOST AWARDED BANK IN SRI LANKA EXECUTIVE ASSISTANT - ISLAMIC BANKING UNIT



With an enduring vision of being the most technologically advanced, innovative and customer friendly financial organization, we, the Most Awarded Bank in Sri Lanka, continue to progress steadily while being the first Sri Lankan bank to be listed amongst the Top 1000 Banks in the World. Our unparalleled record of success is supported by an unmatched suite of digital offerings and superior standards in service, stability and performance. We are poised to ascend to even greater heights in the near future.

JOB PROFILE

- **KPI Management** : Achieve laid down KPI's and objectives on Islamic Banking (IB) Deposits and Advances, with a specific focus on asset growth.
- **Relationship Management** : Develop new and strengthen existing key revenue-generating relationships within the Islamic Banking Segment.
- **Technical Structuring** : Assist in structuring Islamic Banking Products (such as Murabaha, Diminishing Musharaka, and Ijarah) to effectively meet diverse customer requirements while ensuring Shariah compliance.
- **Credit Analysis & Review** : Conduct preliminary evaluations and submit detailed credit appraisals, ensuring all credit proposals align with the bank's risk appetite and IBU guidelines.
- **Network Support** : Assist the branch network in identifying business opportunities, facilitating negotiations, and providing technical guidance on Islamic credit facilities.
- **Portfolio Quality** : Monitor and improve the quality of the IB credit portfolio by performing regular reviews and collaborating with the branch network to implement effective recovery and management strategies.
- **Strategic Execution** : Collaborate with the branch network to implement Islamic Banking strategies for achieving short and long-term financial objectives.

APPLICANT'S PROFILE

- Should be below 35 years of age.
- A Bachelor's Degree in Business Management, Banking, or Finance OR a professional qualification in Banking and Finance (Diploma in Applied Banking and Finance or an equivalent) or Islamic Banking from a recognized university or professional body.
- Minimum 03 years of experience in Islamic Banking credit and/or operational work.
- Prior experience or specialized knowledge in Islamic Credit Analysis (e.g., Murabaha, Diminishing Musharaka, Ijarah).
- A deep rooted understanding of Islamic Banking product architectures and Shariah-compliant financial mechanics.
- Highly proficient in the Microsoft Office Suite, with the ability to leverage technology for efficient workflow management.
- Exceptional command of English, complemented by fluency in Sinhala and/or Tamil.

Successful candidate will be provided with an attractive remuneration package, commensurate with benchmarked financial institutions.

Interested candidates are invited to apply for the position, all applications should be routed through our corporate website.

To apply, please visit,

www.combank.lk > Careers > Open Positions > Executive Assistant - Islamic Banking Unit

 **COMMERCIAL BANK**