

<b><i>Executive / AM / DM - Global Trade Finance / Trade Finance</i></b>	
<b>Position</b>	<b><i>Executive / AM / DM - Global Trade Finance / Trade Finance</i></b>
<b>Position Purpose</b>	<p>This role is primarily responsible for executing sub-activities in operations department. Ensures all assigned routine activities relevant to the business/function are according to the daily work-plan.</p> <p>Functional responsibilities include Managing the following Units</p> <ul style="list-style-type: none"> <li>▪ Interface with Customers / Branches</li> <li>▪ Refer files to respective functional team</li> <li>▪ Follow ups with team / client till conclusion</li> <li>▪ Undertakes assigned daily-processing activities related to a particular business/function within the Unit</li> <li>▪ Works closely with the Team Leader to ensure objectives are met.</li> <li>▪ Adheres to efficiency, accuracy and service standards for the business</li> <li>▪ Coordinates with different business/functions to ensure training on processes and procedures relevant to their area of operations.</li> </ul> <p>Follow up with Branches for guidance / support</p>
<b>Role &amp; Responsibilities</b>	<p>Daily Operations</p> <ul style="list-style-type: none"> <li>• Undertakes assigned daily-processing activities related to a particular business/function within the central operations department.</li> <li>• Works closely with the Team Leader to ensure section objectives are met.</li> <li>• Adheres to efficiency, accuracy and service standards for the business</li> <li>• Coordinates with different business/functions to ensure training on processes and procedures relevant to their area of operations.</li> </ul> <p>MIS &amp; Updates</p> <ul style="list-style-type: none"> <li>• Generates reports relevant to the business for review</li> <li>• Provides periodic MIS to the Manager Operations to escalate issues/operational concerns</li> </ul> <p>Adherence</p> <ul style="list-style-type: none"> <li>• Ensures all operations are being performed as per the rules and regulations and section guidelines</li> <li>• Ensures daily operations as per the service standards set</li> <li>• Ensure audit success</li> </ul> <p>Essential</p> <ul style="list-style-type: none"> <li>• Knowledge of consumer finance products and operations</li> <li>• Knowledge of the industry trends</li> <li>• Team working and Relationship building</li> </ul>
<b>Job Specific skills</b>	<ul style="list-style-type: none"> <li>• Perform complete checking of transactions processed by maker in Banks system against underlying customer documents and as per FEMA regulations/ internal guidelines of Bank.</li> </ul> <p>Create checklist as per RBI and internal guidelines of Bank and ensure the team follows till end.</p> <p>Liaise with the scrutiny team seeking correct documentation as per guidelines (in case of issues identify if any as per checklist) and ensure accurate data entry by makers.</p> <p>Perform complete and in-depth review of trade processes from time to time and advise to implement changes if required.</p> <p>Checking of Data Entry Quality Checking of Documents as per Checklist</p>

	<p>Query/Queue/TAT/FTR monitoring  Preparation of Dashboard  Regular team meeting including with seniors  Products (where Checkers will be deployed) to include the following:</p> <ol style="list-style-type: none"> <li>1. Imports (including Import Finance)</li> <li>2. Exports (including Export Finance)</li> <li>3. Guarantees/SBLC/Buyers credit</li> <li>4. Inward Remittance (both for Exports and miscellaneous)</li> <li>5. Outward Remittance (both for advance and other regulatory remittance)</li> <li>6. Domestic Trade</li> </ol> <p>Ensure that the internal guideline norms are adhered to is in accordance with Banks guidelines, utilizing circulars or other internal including statutory guidelines.  Evaluate and ensure that the Trade processes are accurate, complete, and compliant.  Assisting the bank and BGSS in enhancing quality of service delivery relating to Trade processes.  Participating in internal projects that improve Trade process efficiency and effectiveness to assist in achieving key strategic objectives.  Identifying risks and mitigating the same by making recommendations to senior management regarding process improvements, enhancements etc.</p>
<b>Educational Qualification</b>	<p>UG :B.Com in Commerce  PG :Any Postgraduate in Any Specialization, Post Graduation Not Required  Doctorate :Any Doctorate in Any Specialization, Doctorate Not Required</p>
<b>Minimum Experience</b>	<p>Minimum 2 to 5 years of experience</p>
<b>CTC offered</b>	<p>Compensation will not be a limiting factor for the right candidate and will be discussed on case to case basis</p>
<b>Location of posting</b>	<p>Gandhinagar and Ahmedabad</p> <p>The candidate may be deputed to work with team(s) with the organization / any subsidiary of the parent organization if and as deemed necessary.</p>