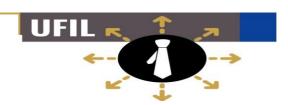# Career opportunity
..... Head of Special Asset Management

UFIL

Uttara Finance and Investments Limited, a joint venture leasing and financing company, registered as a nonbanking financial institution in the year 1995 with license from Bangladesh Bank to operate and transact all kinds of business as provided under the relevant laws. UFIL upholds its commitment towards the development of financial service sector by offering high quality services to the local entrepreneurs. With its continuous drive to improve, UFIL is well on track to be considered as one of the leading Financial Institution of the country.

Job Responsibility:

- Monitor recovery/regularization/rescheduling of Classified Loans/NPL portfolio in line with banking laws and practices, policies & procedures
- Supervise the overall asset management process and ensure positive outcome
- Establish and implement effective policies for management of classified assets of the FI/Bank
- Direct and coordinate with internal & external legal counsels in dealing with classified accounts to ensure implementation of best legal strategies
- Develop staff with appropriate qualifications & skills for management of classified assets
- Provide support, advice & guidance to the branches in recovery of the classified loans
- Maintain liaison with clients, other creditors, consultants and regulatory bodies as required to ensure efficient asset management of the Company
- Formulate Budget for annual expenses of special asset management to ensure recovery at minimum costs & maximum profit
- Monitor proper utilization of budget for special asset management and maintain the quality of risk assets and ensure periodic review
- Implement the policy, guidelines, and circular of Bangladesh Bank as to Asset and Liability Management
- Ensure compliance with internal policies and procedures and regulatory requirements with Bangladesh Bank
- Assist and give regular update to Asset Liability Management Committee (ALCO) & MANCOM
- Coordinate with other divisions/branches as required to ensure maintaining of classified loan.

Job Nature: Full-time

Educational & Experience Requirements:

- Post-Graduation preferably in Banking & Finance/ Marketing/ Economics/ Business Administration or other related discipline from a reputed university.
- Having MBM/ MBA from public universities will be preferred
- Minimum 10/15 years of experience in Corporate Banking out of which at least 5 years must be in recovery / Special Asset Management.
- Having in-depth knowledge of bank / FI Operations, Finance, Control and Risk Management and Asset liability management
- Having in-depth knowledge on FI regulatory framework and guidelines on Asset Liability Management
- High success records in management of classified assets of financial institutions / private bank
- Having excellent analytical skills as well as sound computer literacy
- Able to work under pressure and have positive mind-set

Additional Requirements:

- Ability to work under pressure and adapt to changes.
- Excellent written and verbal communication skills both in Bangla and English.
- Must have literacy in computer operation (Especially in MS Office and Various Software).
- Must be dynamic, energetic, self-motivated and self-organized with a positive attitude.
- Ability to work with Top Management.
- Leadership and Team Management skills.

Age:	Job Location:	Salary:
Not more than 50 years	Tejgaon (Head Office), Dhaka	As per Company Policy

If you think that you are the right person we are looking for, please submit your updated resume in confidence with a detailed CV along with names and contact information of 2 (two) references, a cover letter supporting the qualification of the candidate for the position and a copy of recent passport size color photograph to **Head of Human Resources, Uttara Finance and Investments Limited, Uttara Centre (4th floor), 102 Shahid Tajuddin Ahmed Sarani, Tejgaon, Dhaka-1208** or apply through
e-mail: hrd@uttarafinance.com by **January 25, 2023**.

UFIL is an equal opportunity employer. Persuasion of any kind will be automatically judged as disqualification.

UTTARA FINANCE
AND INVESTMENTS LIMITED

Integrated business
I solutions.

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