

Title: Analyst (Assistant Manager) - Operations, SG Bank India (Delhi) -(M/F)

Relevant Working Experience in number of years: - 3 to 4 years relevant experience in Loans/Credit Administration

Location: Delhi

Job summary: To manage credit administration, monitoring & documentation for corporate clients

Main Responsibilities:-

- Review of draft credit documents, checking of credit approvals and preparing sanction letters & documents, advising approved credit facilities to business lines, corporate clients.
- Verification of documents executed by clients & ensuring the completeness of pre-activation check points.
- Activating & setting limits in systems for credit facilities.
- Tracking the post disbursement covenants & conditions as per the credit approvals.
- Monitoring timely receipt of stock statements for drawing power calculations, insurance policies, diligence reports, valuation reports etc..
- Internal reporting of excesses and overdue in limits/accounts..
- Security Creation/ ROC & CERSAI charge registration.
- Keep a close track of document maturities & follow up for renewal.
- Submission of RBS (Risk Based Supervision) data.
- Custody and Storage of legal documents in Fireproof Cabinets.
- Upload of scanned documents in internal tool.
- Keep a track of the covenants and update in internal application
- Preparing the monthly Dashboards.
- Assisting department head with regard to activities related to RBI / external / internal / legal audit
- Contribute towards SOP updation.
- Adheres to RBI guidelines and reports.
- Support admin and other operational activities in Delhi Branch.

Academic Background (degree and major): -

- Postgraduate / MBA with Banking/Finance background
- Relevant certification under the RBI Capacity Building Policy

Skills & Competencies required: -

- Knowledge of Regulatory Requirements related to Credit Administration. Working knowledge on Project Finance and Structured Finance.
- Complete knowledge on credit, policies and operations.
- Working knowledge on legal documents.
- Knowledge of Operational Procedures.
- Knowledge on Loan IQ, Transact and IMEX
- Clients & Commitment – Ability to communicate clearly (verbally and written) and ability to listen in order to understand and anticipate needs from various stakeholders
- Team Spirit – Ability to listen and share views and expertise in an open mode
- Responsibility – ability to generate outstanding individual and collective performance

Language Skills:- English

Computer Skill:- MS Office / Other Banking Systems

WHY CHOOSE US ?

Societe Generale is one of the leading financial services groups in Europe. Based on a diversified universal banking model, the Group combines financial strength with a strategy of sustainable growth, putting its resources to work to finance the economy and its clients' plans. With a solid position in Europe and a presence in countries with strong potential, the Group's 145,700 employees in 66 countries support 31 million individual clients, large corporates and institutional investors worldwide by offering a wide range of advisory services and tailored financial solutions.

Societe Generale was established in India in the year 1978. In 1985, Societe Generale Bank

commenced operations as a Scheduled Commercial Bank in Mumbai. Since then it has a proud legacy of servicing corporates and clients. New branches were added in Delhi (1993). Societe Generale not only offers an extensive product portfolio to different market segments, but customizes solutions in investment banking, global finance and global markets.

Societe Generale is an equal opportunity employer and believes that a diverse and inclusive workforce should be encouraged and recognized.