



Job Description

Functional Title	Regulatory Reporting Officer CAD	Grade	OG I
Division	Risk Management	Function	Credit Administration
Location	Head Office Karachi	Job Type	Permanent
Reporting (Direct)	Head CAD	Reporting (Dotted)	

Position Summary:

Preparation of Advances returns and ECIB for onward submission to Management & Regulator on timely basis.

Key Responsibilities:

1. Preparation and submission of SBP returns relating to Credit Portfolio.
2. Preparation and submission of e-CIB report to SBP and Credit Bureaus.
3. Reporting of advances, overdue loans, NPLs & provision to management and regulators.
4. Maintenances of Overdue, NPLs, Provision, mark-up suspense, recoveries, Rescheduling/ Restructuring and write-off data.
5. Reporting of exceptions and deficiencies.
6. Pledge & release of share through CDC portal.
7. Any other assignment given by the supervisor or Bank's management from time to time, keeping in view banks need.

Position Specification(s):

Minimum Qualification	Masters
Experience	Minimum 5 years
Competencies Required:	MS office, Core Banking, Prudential Regulations, Banks policies and procedures

Employee Name & Signature

Date





First Women Bank

Job Description

Yasmin Rizvi

Line Manager Name & Signature

Date

Aamir Zuberi

Dept. / Div. Head (Sign & Stamp)

Date

