BANKING ASSISTANT/SENIOR BANKING ASSISTANT
RETAIL MIS AND NPA REPORTING

To maintain Retail MIS reports for internal and external reporting, inclusive of information required for impairment calculation.

THE JOB

- Analyze portfolio trends and compile reports for higher management.
- Maintain and update MIS databases to improve efficiency.
- Track flow rates billing wise on a monthly basis and identify trends.
- Calculate staff incentive payments (individual and team incentives) and ensure accuracy.
- Track bucket movements, settlements, waiver concessions, write-downs, write-offs, and portfolio behavior for reporting and LGD/impairment calculation purposes for retail products.
- Ensure fast turnaround times and maintain the highest level of accuracy for all MIS compiled.

THE PERSON

- Possess part professional qualifications in the field of Banking / Data Analytics / AI.
- Sound knowledge of the Microsoft Office package, including advanced Excel, PowerPoint, and Power BI, would be an added advantage.
- Possess strong analytical skills and attention to detail.
- Minimum 1–3 years of overall banking experience with a good understanding of the T24 system and available options.
- Must be a Good team player, commitment to work within short deadlines and ability to work long hours.

Position is at Banking Assistant/Senior Banking Assistant
Please login to https://www.ndbbank.com/careers to apply on or before 19 th of December 2025.
We will correspond only with the shortlisted applicants

NDB bank
The future is banking on us

Vice President Human Resources