

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV450

Company Name: A leading bank in UAE - **COBALT Recruitment**



Company Type: Private

Job Position/Title:	Marketing Assistant	Academic Major:	Marketing -Business Administration
Salary Range:	25,000 AED/month	Years of Experience:	Fresh Graduate
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Male/Female
Job Description:	- To assist in preparation of new account opening and on-boarding KYC. Interacting with customers individually and/or together with the Relationship Managers for gathering information required for completion of account opening and preparation of KYC in accordance to the MEA KYC Procedure. - To assist in preparation of KYC renewal, ensuring a proper follow-up to obtain all renewed and valid documentation. Interacting with customers individually and/or together with the Relationship Managers accordingly. - To occasionally and at the RM request, handle customer inquiries in order to reach customer satisfaction while preserving the Bank's interest and confidentiality. - To handle requests from clients related to updating signatories on the account, preparing the proxies and coordinating with Compliance and Operation to ensure a swift processing. - To reply to external Banks' requests for Bank reference /good standing letters. - To ensure available legal documentation and other relevant information is communicated and shared simultaneously with CRC, Compliance and Operations.		
Minimum Qualifications:	- Bachelor's degree - Some industry experience is a plus - Has basic theoretical knowledge within his discipline - Excellent verbal and written communication skills, Fluent English and Arabic		
No. of Positions Required:	1		
Job Close Date:	Open Until Filled		

To Apply, UAEU Graduates/Alumni should send their CVs to:

mabdelwahab@cobaltrecruitment.com

