

DIRECTORATE OF TRAINING & PLACEMENT

ICSI, NEW- DELHI

Recruitment of Company Secretary (CS)

Information about the Vacancy:

Yes bank is looking for Company Secretary in Bangalore having 0-1 year of post qualification Experience.

Job Description:

- The primary responsibility of the incumbent would be to ensure end to end ensure smooth processing of post sanction activities, compliance with statutory/ internal norms/ policies.
- Co-ordination with various auditors & proactive in resolving with audit queries.
- Set process to reduce operational risk.
- Checking if all credit appraisals are adequately approved and conform to internal as well as RBI guidelines
- Ensure enforceable legal documentation for credit facilities as per legal guidance and standard format/procedures.
- Involve in security creation including mortgages, pledge, hypothecation etc.
- Set process/ make modification in existing process to avoid operational risk at early stage.
- Monitor Project Loans (Real Estate/ Infrastructure) in the Portfolio and provide MIS as required.
- Co-ordinate with credit accounting team.

Eligibility :

The candidate should possess 0-1 years of post qualification Experience.

Requirement:

Multiple Vacancies

Salary Details:

4.5 Lakhs p.a.

Job location:

Bangalore

Apply at:

Process over