

Kotak Mahindra Bank- Mumbai

Job Posted by Kalpana Jha | March 14, 2023

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Hi,

Request to check below JD & give us your email confirmation for interview process.

If any Query feel free to call Kalpana on 9328509360

Company:- Kotak Mahindra Bank

Position :- Team Leader Mortgage Desk (Service Solutions)

Location:- Mumbai

Job Description:-

Department	Mortgage Desk, Service Solutions (Wholesale Banking)
Location	Mumbai
No. of position	One
Reporting To	Head
Position Grade Range	M-5/M-6
Indicative CTC Range	To be discussed

Job Role:

Portfolio	Handling clients in Wholesale Banking including SME as a Mortgage Desk Service RM
Particulars	1. Handling TSR for new clients; TSR for new properties of existing clients; Interim TSR for existing cases; 2. Handling Valuation for new clients; Valuation for new properties of existing clients; 3. Handling Revaluation of existing properties; 4. Ensuring vetting of TSR and Valuation reports as per extant process. 5. Ensuring vendor bill payments liaising with Payment Desk.
Documentation	1. Preparing the draft mortgage documents and provide the drafts liaising with legal wherever applicable 2. Interact with clients and negotiate if need be on the format of documents, refer to legal / approvers with appropriate justification on the changes suggested 3. Get the documents executed from the clients.

Verification	Verification of Constitutional documents (MOA, Partnership Deed, etc.), Authorizations (BR, Partnership, Letters, etc.) for creating security, execution of documents and scrutiny of executed documents to ensure proper execution.
ROC / SRO compliances	Arrange filing of necessary forms with ROC and complying requirements pertaining to registration /notification of mortgage as applicable.
Tracking of deferral	Tracking deferrals and ensuring that all deferrals are closed within timelines.
Custodian	Ensuring proper care and safety of documents held in FRFC and complying with the laid down process / procedure for safe keeping of documents
Document Tracking	Tracking of documents for receipt; deferral; expiry etc.
Liaison	With clients, Relationship team, Legal; Credit; Technical Team, CAD; Operations etc for timely and smooth execution of deliverables and resolution of issues

Job Requirement:

Years of experience	8-12 years of relevant experience
Qualification	CS / LLB /M.Com/MBA
Functional skill set	Excellent understanding of loan documentation, mortgage creation, title documents, various types of property and laws, etc.Eye for detail, ability to co-relate, approachable and pro-activeStrong inter-personal, communication (written& oral)& presentation skillsHands on knowledgeon MS Office – Word, Excel & Power point Team spirit & collaboration

Kalpana Jha

Branch Business Consulting Partner

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