



# Let Your Career Bloom with Siyapatha Finance

**Siyapatha Finance PLC is a rapidly growing finance company which operates as the largest fully owned subsidiary of Sampath Bank PLC. The company through its extensive channel of network caters to a number of diversified market segments via the product portfolio of Finance Leasing, Hire Purchase, Factoring, Gold Financing, Deposits Mobilization and Loan Products.**

## Junior Executive / Executive – Operations

### Key Responsibilities:

- Recording of all incoming Lease files, verification of related documents attached in the file, rectifying of all the shortcomings of documents with related Branches and activate the process towards submission the CR to RMV.
- Liaising with the RMV representative with handing over of all the necessary supporting documents to obtain the endorsement for absolute ownership.
- Ensuring the recording and safekeeping of CR Books/Duplicate Keys and other related documentation pertaining to all Leases till lodged in the safe custody.
- Ensuring the superior customer service standards at all times.
- Conforming to all the stipulated Company policies, internal controls, instructions, guidelines and prevailing statutory requirements in executing the functions of Unit in an efficient and effective manner.
- To function as counter assistant, as and when required, for printing of cheques with the necessary approvals and to ensure the delivery of such payments to vendors.
- Strengthen relationship with vendors by promptly attending to their payment requests, upon due verifications for completion of documentation.
- Ensure a pleasant and neat working environment in order towards better performance.
- To initiate possible automation to eliminate manual intervention in the operational work flow with dual intervention to align with our tech based working environment.

### Experience & Qualifications:

- Successful completion of G.C.E A/L.
- Full/Part Qualification in Baking & Finance/ Credit Management / Business Management will be an added advantage.
- Minimum 02 years of experience in similar capacity.
- Excellent customer relationship skills.
- Good written and verbal communication skills.
- Fluency in Microsoft Office Package.

If you are confident that you can meet the above requirements, Please apply via [www.direct-apply.com/apply](http://www.direct-apply.com/apply)

**Manager - Human Resources, Siyapatha Finance PLC**  
No: 46/12, Nawam Mawatha, Colombo 02.

**Hotline: 0763 759 594**

**Company Registration No: PB 917 PQ**



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Siyapatha Finance**

( Finance Company of Sampath Bank Group )