



### **Financial Loan Analyst**

**No. of Positions:** 02

**Job Type:** Full-time (Mon-Fri)

**Job Timing:** 8.00 PM to 5.00 AM (Night Shift)

**Salary:** PKR. **40,000 to 60,000**/month plus other benefits

**Location:** Karachi

Rainsoft Financials Pvt. Ltd looking to hire a talent Financial Loan Analyst who assists a US based financial institution in processing, approving, closing and funding of real estate loan transactions. Some job duties include checking an applicant's creditworthiness, verifying supporting documents and ensuring that the applicant's information is accurate.

#### **Candidate Must Have:**

- Candidates must be extremely detailed-oriented with excellent verbal and written communication skills
- Four years Bachelor's degree in Business or Science in any discipline is required from an accredited University.
- Strong Mathematics, problem-solving, analytical and financial operations management skills
- Must be a self-starter with a willingness to work independently
- Client care and teamwork attitude.
- Strong computer skills and proficiency in word processing and spreadsheet programs.
- Candidates with the US or neutral English accent will be preferred
- Preference will be given to candidates with prior banking experience servicing local & US clients

#### **Job Responsibilities:**

- Perform complete analysis by reviewing loan documentation for accuracy and proper completion.
- Upload reviewed packages and follow up on outstanding documentation with title companies and investors
- Prepare Promissory Notes for safekeeping; package closed loan files and prepare for shipping in accordance with investor instructions and procedures
- Reviewing investor websites to determine if further documentation required or if further follow up required
- Prepare and submit check requests to accounting.
- Monitor purchase of loans and mail insurance sold letters.
- Obtain and submit conditions to investors upon request in accordance with investor instructions and procedures.
- Monitor submission of documents to investors; monitor due dates and adhere to deadlines.

**Interested candidates may share their updated resume at [urooj.ahmed@rainsoftfn.com](mailto:urooj.ahmed@rainsoftfn.com) by mentioning position in subject line.**