



TOR for Asst. Manager-Investment Department

1. Screening the investment avenues and appraise the best avenues for investment,
2. Handling investment portfolio.
3. Handling the investment transactions.
4. Building office relationship with clients and banks.
5. Maintaining investment data and information updated.
6. Maintaining every client files and documentations updated
7. Ensuring the return on investment are updated and follow up if irregular.
8. Any tasks assigned by Head of Department and Management.