

<b>Position Vacant</b>	<b>Back Office Operation (Retail Broking)</b>
Job Description / Responsibilities	<ul style="list-style-type: none"> <li>➤ Comprehensive knowledge and experience of broking transaction, settlement processes and systems.</li> <li>➤ Up to date on latest technological developments in broking operations.</li> <li>➤ Creation of Retail clients in LD software (Apex Infovision)</li> <li>➤ Upload of KRA details of client in all KYC registry and Exchange website</li> <li>➤ Download and Process of retail trades and preparation of contract note and bill and send the same through email.</li> <li>➤ Checking of brokerage charges, Levis and Taxes and tally with Exchange statement.</li> <li>➤ Downloading &amp; checking the files of related daily settlement and Exchange dues for BSE &amp; NSE.</li> <li>➤ Margin reporting to Exchange for cash &amp; Derivative segment &amp; Currency Segment. Weekly Enhance supervision report and Segregation of Fund and collateral on daily basis to Exchange.</li> <li>➤ SEBI MTF process and allocation of Trade and reporting to Exchange.</li> <li>➤ Dividend entries of clients in back-office software.</li> <li>➤ Preparation of documents for Internal Auditor and Exchange inspection team.</li> <li>➤ Preparation of MIS for Management.</li> <li>➤ Attending customer queries related to Back office.</li> <li>➤ Transfer of Funds &amp; Demat shares from Broker pool account to Client Beneficiary account and vice versa. Co-ordination with Bank's Demat department for Demat broking issues.</li> <li>➤ Work with control functions such as Legal, Compliance, Tax and Risk to carry out periodic review of products to ensure that they are offered within policies and regulations.</li> </ul>
Job specific skills	<ul style="list-style-type: none"> <li>➤ Excellent skills of client relationship and communication.</li> <li>➤ Ability to work well under pressure and follow through on items to completion while maintaining a professional demeanor.</li> <li>➤ Team player with the ability to work independently or with cross-functional groups.</li> <li>➤ Experience in Back Office ( Retail) in Broking organization and working with LD software are preferred.</li> <li>➤ Strong skills in Microsoft Office (Excel, PowerPoint, Word).</li> </ul>

Educational Qualification	Bachelor's degree required.
Minimum Experience	Minimum 7-8 Years
CTC OFFERED	Compensation will not be a limiting factor for the right candidate and will be discussed on a case-by-case basis.
Location of posting	Mumbai  The candidate may be deputed to work with the team(s) with the organization/ parent organization/ any subsidiary of the parent organization if and as deemed necessary.
How to apply	Applications should be submitted to <a href="mailto:careers@bobcaps.in">careers@bobcaps.in</a>  Please mention " <b>Application for the post of Back Office Operations</b> " in the subject. Applications with any other subject will not be accepted.
Website	<a href="http://www.bobcaps.in">www.bobcaps.in</a>
Contact Person	Ms. Suchitra Bangera
Contact No.	022 – 61389300
Last Date for application by email	06 <sup>th</sup> Feb 2022