

Position Vacant	Assistant Manager – Back Office Operations	
Job Description / Responsibilities	Position Vacant	<b>Assistant Manager – Back Office Operations</b>
	Job Description / Responsibilities	<ul style="list-style-type: none"> <li>Updating of UCC for existing client code (Modification i.e. Address, Email, Mobile, Nominee, Income, Bank etc) and updating in Front &amp; Back office.</li> <li>Replying of all emails related to documents team pertaining to DP modification.</li> <li>Call reverts for all TL/SH/ZH pertaining to DP &amp; trading modification.</li> <li>Processing &amp; Updation of REKYC cases (i.e. Email, Mobile, Income, Address, Closure, Bank, Nominee client profile etc.) and updating in Front &amp; Back office.</li> <li>Processing Dormant account activation and resolving queries regarding the same.</li> <li>Modification regarding closure, transmission, transfer and updation of the same in DP &amp; Trading system.</li> <li>Preparation &amp; reconciliation of Linking file and sending the same to the Bank Linking on daily basis.</li> <li>POA / DDPI Linking in DP Backoffice system.</li> <li>Updating of UCC for existing client code (Modification i.e. Address, Email, Mobile, Nominee, Income, Bank etc) and updating in Front &amp; Back Office.</li> <li>Coordination with Bank of Baroda DP Team and BDMs for account opening related queries. Coordination with NRI Branch for PIS account opening related queries.</li> <li>Data entry in the Backoffice system post Demat account opening is confirmed from BOB Demat team.</li> <li>UCC Generation and updating in exchanges for all offline clients.</li> <li>Clients who have clear all criteria i.e. KRA, CKYC, Linking for through client front office file to be uploaded in Trading Exe.</li> <li>Updation of Brokerage in Backoffice as per Scheme.</li> </ul>
	Job specific skills	<p>Applicants should have –</p> <ul style="list-style-type: none"> <li>Previous experience in Broking industry is required.</li> <li>Excellent verbal and written communication skills</li> <li>Microsoft Office prowess</li> <li>Basic knowledge of document management laws and regulations.</li> <li>Excellent organizational skills and attention to detail</li> <li>Ability to work independently and a desire to learn</li> <li>The ability to multitask and manage multiple priorities.</li> <li>Self-motivated and a strong team player.</li> </ul>
	Educational Qualification	Graduate from recognized Universities in India.
	Minimum Experience	3/5 years minimum
	Location of posting	Mumbai
	Email to be sent to	<a href="mailto:careers@bobcaps.in">careers@bobcaps.in</a>
	Website	<a href="http://www.bobcaps.in">www.bobcaps.in</a>
	Contact Person	Darshana Kulkarni
	Contact No.	022 – 61389300
	Last Date for application	20 <sup>th</sup> June 2025