

Position Vacant	Manager – Back Office Operations		
Job Description / Responsibilities	Position Vacant	Manager – Back Office Operations	
	Job Description / Responsibilities	<ul style="list-style-type: none"> • Updating of UCC for existing client code (Modification i.e. Address, Email, Mobile, Nominee, Income, Bank etc) and updating in Front & Back office. • Replying of all emails related to documents team pertaining to DP modification. • Call reverts for all TL/SH/ZH pertaining to DP & trading modification. • Processing & Updation of REKYC cases (i.e. Email, Mobile, Income, Address, Closure, Bank, Nominee client profile etc.) and updating in Front & Back office. • Processing Dormant account activation and resolving queries regarding the same. • Modification regarding closure, transmission, transfer and updation of the same in DP & Trading system. • Preparation & reconciliation of Linking file and sending the same to the Bank Linking on daily basis. • POA / DDPI Linking in DP Backoffice system. • Updating of UCC for existing client code (Modification i.e. Address, Email, Mobile, Nominee, Income, Bank etc) and updating in Front & Back Office. • Coordination with Bank of Baroda DP Team and BDMs for account opening related queries. Coordination with NRI Branch for PIS account opening related queries. • Data entry in the Backoffice system post Demat account opening is confirmed from BOB Demat team. • UCC Generation and updating in exchanges for all offline clients. • Clients who have clear all criteria i.e. KRA, CKYC, Linking for through client front office file to be uploaded in Trading Exe. • Updation of Brokerage in Backoffice as per Scheme. 	
	Job specific skills	<p>Applicants should have –</p> <ul style="list-style-type: none"> • Previous experience in Broking industry is required. • Excellent verbal and written communication skills • Microsoft Office prowess • Basic knowledge of document management laws and regulations. • Excellent organizational skills and attention to detail • Ability to work independently and a desire to learn • The ability to multitask and manage multiple priorities. • Self-motivated and a strong team player. 	
	Educational Qualification	Graduate from recognized Universities in India.	
	Minimum Experience	3/5 years minimum	
	Location of posting	Mumbai	
Email to be sent to	careers@bobcaps.in		
Website	www.bobcaps.in		