

Position Vacant	Sr. Executive Back Office Operation (Retail Broking)
Job Description / Responsibilities	➤ Comprehensive knowledge and experience of broking transaction, settlement processes and systems. ➤ Up to date on latest technological developments in broking operations. ➤ Creation of Retail clients in LD software (Apex Infovision) ➤ Upload of KRA details of client in all KYC registry and Exchange website ➤ Download and Process of retail trades and preparation of contract note and bill and send the same through email. ➤ Checking of brokerage charges, Levis and Taxes and tally with Exchange statement. ➤ Downloading & checking the files of related daily settlement and Exchange dues for BSE & NSE. ➤ Margin reporting to Exchange for cash & Derivative segment & Currency Segment. Weekly Enhance supervision report and Segregation of Fund and collateral on daily basis to Exchange. ➤ SEBI MTF process and allocation of Trade and reporting to Exchange. ➤ Dividend entries of clients in back-office software. ➤ Preparation of documents for Internal Auditor and Exchange inspection team. ➤ Preparation of MIS for Management. ➤ Attending customer queries related to Back office. ➤ Transfer of Funds & Demat shares from Broker pool account to Client Beneficiary account and vice versa. Co-ordination with Bank's Demat department for Demat broking issues. ➤ 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.
Job specific skills	➤ Excellent skills of client relationship and communication. ➤ Ability to work well under pressure and follow through on items to completion while maintaining a professional demeanor. ➤ Team player with the ability to work independently or with cross-functional groups. ➤ Experience in Back Office (Retail) in Broking organization and working with LD software are preferred. ➤ Strong skills in Microsoft Office (Excel, PowerPoint, Word).

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 careers@bobcaps.in Please mention “Application for the post of Back Office Operations” in the subject. Applications with any other subject will not be accepted.
Website	www.bobcaps.in