

Position Vacant	AVP / Sr. Manager – Retail Back Office Operations - KYC
Job Description / Responsibilities	<ul style="list-style-type: none"> Hands on experience of handling KYC Operations both in Broking and DP Operations. Should be well conversant and adaptable to regulatory changes and new product lines. Roles & Responsibilities: <ul style="list-style-type: none"> - Handle Account Opening Team Fresh account opening and Modifications. - Coordination with Exchange, Depository, Business team for activation of accounts. - Handling POA Process Team and calling desk for Pre account opening verification. - Handle CKYC and KRA processes - Account opening of clients in various segments for seamless trading keeping AML/KYC in mind - Resolving of Internal / External queries. - Ensuring compliance while opening Trading /Depository Account - Success of audits & inspections both internal and external with no observations received in each. - Sharing Daily MIS reports with management on completion of daily processes, Monitoring checklists and Resolution of queries within specified TAT
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	7 years minimum
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	<p>Mumbai</p> <p>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.</p>

How to apply	Applications should be submitted on our email careers@bobcaps.in Please mention " AVP / Sr. Manager – Retail Back Office Operations - KYC " in the subject. Applications with any other subject will not be accepted.
Website	www.bobcaps.in
Contact Person	Ms. Suchitra Bangera
Contact No.	022 – 61389300
Last Date for application by email	31 st July 2022