

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