

Position Vacant	<b>Executive – Back Office KYC Operations</b>
Job Description / Responsibilities	<p>Hands on experience of handling KYC day to day Operations. Good knowledge of KYC documentation and regulatory norms.</p> <p>Roles &amp; Responsibilities:</p> <p>Business :</p> <ul style="list-style-type: none"> <li>- Verification &amp; scrutinising of account opening (EKYC/Offline) and post account opening request i.e. Individual, Non-Individual</li> <li>- Client Details updating in Trading systems</li> <li>- Add/Upload client UCC on NSE, BSE</li> <li>- Modifications of Client Masters in BO and updating in exchanges.</li> <li>- Uploading KRA in KRA agencies i.e. CVL, NDML, CAMS, KARVY and DOTEX</li> <li>- Uploading client details in CERSAI (CKYC)</li> <li>- Re- KYC updating of existing clients</li> <li>- Linking process of new clients in Front office activation batch uploading</li> <li>- Resolution of client’s queries</li> <li>- Maintenance of Masters, Brokerage masters in Backoffice</li> <li>- Preparation of audit data as per the regulatory requirements</li> <li>- Coordination with internal/ External team for smooth functioning of KYC department</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>• Good verbal and written communication skills</li> <li>• Microsoft Office prowess/Excel/MS</li> <li>• Basic knowledge of document verification</li> <li>• Ability to work independently and a desire to learn</li> <li>• Self-motivated and a strong team player.</li> </ul>
Educational Qualification	Graduate from recognized Universities in India.
Minimum Experience	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	Ms. Trilby Dmonte
Contact No.	022 – 61389300
Last Date for application	2 <sup>nd</sup> July 2024

