

Position	Asst. Manager – Demat Account Opening Operations
Job Description / Responsibilities	<ul style="list-style-type: none"> <li>➤ Play Key role in optimization of account opening process in line with evolving regulatory or exchanges framework and aligned with firm’s strategy</li> <li>➤ Responsible for handling of new/existing account back-end activity, such as Modification and activation</li> <li>➤ Review and Publishing MIS for Branch’s, Business Heads to highlight Rejections, Pending and Repeated issues</li> <li>➤ Responsible for Training of new Sales agents from documentation &amp; processes</li> <li>➤ Responsible for reviewing of Internal process and platform to adopt the best practice</li> <li>➤ Coordinate with Bank branch and BDM’s to and resolve offline form rejections</li> <li>➤ Coordinate with customers to resolve the rejections and handle account closure request</li> <li>➤ Handling linking of Demat with Trading and maximizing the output from Bank Back-office</li> <li>➤ Creation of Account in all the relevant system along with Activation</li> <li>➤ Responsible for processing of KRA, CVL KRA, C-KYC and uploading of the relevant process for on time activation at DP</li> <li>➤ Managing Offline Forms, Activation Request, Modification request and warehousing of forms received</li> <li>➤ Handle Audit Query from Internal Auditor, exchange and regulator</li> <li>➤ Additionally, equipped Sales team with support and guidance To accomplish Account opening targets as required by the Company</li> <li>➤ Should be able to collaborate with offline branch network for business growth.</li> </ul>
Job specific skills	<ul style="list-style-type: none"> <li>➤ Knowledge of Back-Office process</li> <li>➤ Be well attune towards digitization; should come with a technology mindset and think innovatively how to use tech to drive smooth activation process</li> <li>➤ Excellent understanding of Constantly requires changes from Regulator</li> <li>➤ Strong growth mind-set to lead and motivate the team in order to achieve higher conversion rate</li> <li>➤ Excellent communication &amp; presentation skills to communicate with customers and other-stake holder</li> <li>➤ Be a self-starter, proactive &amp; target oriented.</li> </ul>

Educational Qualification	Graduate from recognized Universities.
Min. Experience	8+ Years
CTC Offered	Compensation will not be limiting factor for the right candidate and will be discussed on a case-by-case basis.
Location of Posting	Mumbai
How to Apply	Applications should be submitted on our email <a href="mailto:careers@bobcaps.in">careers@bobcaps.in</a>  Please mention "Application for the post of " <b>Demat Account Opening Operations</b> " in the subject. Applications with any other subject will not be accepted.
Website	<a href="http://www.bobcaps.in">www.bobcaps.in</a>
Contact Person	Ms. Suchitra Bangera
Contact Number	022 – 61389300
Last Date of Application by email	February 27, 2022