

JOB DESCRIPTION FORM

CNB FINWIZ Pvt. Ltd.

JOB OVERVIEW			
JOB TITLE	Depository (DP)		
JOB NO. / ID	Sr. DP Executive	DATE	
JOB LOCATION	NOIDA		
GENERAL DESCRIPTION	We are searching for a motivated Sr.DP Executive, who have an experience in DP departement of Client based Stock broker and manage the entire DP working with team.		
DIVISION / DEPARTMENT	Depositories	REPORTS TO: NAME	Paras Sharma
SUBDIVISION	DP- Division	REPORTS TO: TITLE	HOD
POSITION DETAILS			
<input checked="" type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME		
<input type="checkbox"/> CONTRACTOR	<input type="checkbox"/> INTERN		
DETAILED RESPONSIBILITIES	<ul style="list-style-type: none">• Daily Payin-Payout of securities• Reconciliation of ROS with Holding statement• Client Account Opening- KRA/CKYC and it's compliances.• Client reporting- DP statement, Monthly DP billing, Financial, Holding statement etc.• Preparation of Internal/Inspection- Audit data /Half yearly/Annually• Keeping DP data for records• Daily backup of files and logs• Manage end to end documentation for account opening - Trading & Demat AccountManage• Manage Day to Day DP operations		
REQUIREMENTS	<ul style="list-style-type: none">• Well verse knowledge of Shilpi & CDAS software• Perform KYC screenings on customers documents by clients as required by KYC procedure.• Well verse knowledge of DP compliances• Communication skills- conversation with clients• Well verse knowledge of Excel		
WORK EXPERIENCE REQUIREMENTS	3-5 years Experience in DP division of Stock broker		

**EDUCATION
REQUIREMENTS**

Graduate in Finance or relevant field

POSITION FILLED (For office Use Only)

PERSON HIRED

DATE HIRED

**REVIEWED BY: NAME
& TITLE**

**APPROVED BY: NAME
& TITLE**

**ADDITIONAL
COMMENTS**