



JOB DESCRIPTION – OFFICER / ASSISTANT MANAGER IN BACK-OFFICE OPERATIONS

Particulars	Details
Department	Back Office Operations
Experience	<ul style="list-style-type: none">❖ For Officer: Min 3 years in broking back-office operations❖ For Assistant Manager: Min 5 years in broking back-office operations
Location of Posting	Mumbai
Job Description / Responsibilities	<ul style="list-style-type: none">❖ End-to-end back-office operations including trade processing, settlements, and reconciliations❖ Updating of UCC for existing client codes (Address, Email, Mobile, Nominee, Income, Bank details, etc.) in Front & Back Office systems;❖ Handling of MTF related operations;❖ Processing and updation of KYC / Re-KYC (CKYC, KRA) cases;❖ Handling Demat (DP) account modifications including closure, transmission, transfer, nominee updates;❖ Processing dormant account activation and resolving related queries;❖ UCC generation and uploading in exchanges for offline clients; Data entry and verification in Back Office systems post account opening;❖ Updating brokerage in Back Office as per approved schemes;❖ Preparation and reconciliation of daily operational reports/files;❖ Handling emails and coordinating for client servicing and documentation queries;❖ Ensuring compliance with SEBI, Exchange, and Depository regulations
Job Specific Skills	<ul style="list-style-type: none">❖ Knowledge of broking operations (DP & Trading);❖ Familiarity with KYC, CKYC, and KRA requirements;❖ Proficiency in MS Office (Excel);❖ Good communication and coordination skills;❖ Attention to detail and accuracy;❖ Ability to multitask and meet deadlines
Educational Qualification	Graduate from a recognized University (Commerce/Finance preferred)
CTC Offered	As per company policy
How to Apply	Applications should be submitted on email: applications@canmoney.in Subject: Please mention "Application for Officer / Assistant Manager in Backoffice Operations – Mumbai". No application shall be accepted with other subject.
Website	www.canmoney.in

