



## JOB DESCRIPTION – OFFICER / ASSISTANT MANAGER IN DP OPERATIONS

Particulars	Details
Department	DP Operations
Experience	<ul style="list-style-type: none"><li>❖ For Officer: Min 3 years in broking back-office operations</li><li>❖ For Assistant Manager: Min 5 years in broking back-office operations</li></ul>
Location of Posting	Bengaluru
Job Description / Responsibilities	<ul style="list-style-type: none"><li>❖ Handling end-to-end DP operations including account opening, modifications, closure, transmission, and pledge processing</li><li>❖ Processing Demat requests such as DRF, DIS, remat, transmission, nomination updates, and off-market transfers</li><li>❖ Verification and updation of KYC / Re-KYC records in coordination with KRA / CKYC</li><li>❖ Handling client queries related to Demat accounts and depository transactions</li><li>❖ Monitoring and processing corporate action activities;</li><li>❖ Reconciliation of DP transactions and records with NSDL systems;</li><li>❖ Ensuring timely reporting and regulatory compliance as per SEBI / NSDL guidelines</li><li>❖ Coordination with branches and internal departments for smooth operational activities</li><li>❖ Preparation and maintenance of operational MIS and reports</li><li>❖ Handling audit requirements and ensuring closure of observations within timelines</li></ul>
Job Specific Skills	<ul style="list-style-type: none"><li>❖ Knowledge of NSDL DP operations and depository systems</li><li>❖ Familiarity with SEBI / NSDL compliance requirements</li><li>❖ Proficiency in MS Office (Excel preferred)</li><li>❖ Good communication and coordination skills</li><li>❖ Attention to detail and operational accuracy</li><li>❖ Ability to work within timelines and handle multiple activities</li></ul>
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: <a href="mailto:applications@canmoney.in">applications@canmoney.in</a> Subject: Please mention “Application for Officer / Assistant Manager in DP Operations - Bengaluru”. No application shall be accepted with other subject.
Website	<a href="http://www.canmoney.in">www.canmoney.in</a>

