

## **Job Description**

### **Job Title: Assistant Manager- Onboarding & KYC**

**Location:** Vashi, Navi Mumbai

**Qualification:** Graduate

**Industry:** Fintech- InvestTech

**Experience:** 3 - 5 years

**Reporting to:** Sr. Manager / Manager Onboarding

### **What you will be doing (Job Role):**

1. Should have complete knowledge of opening of the digital and physical PMS accounts, processing of EKYC and opening of Demat accounts in all categories such as Individuals, NRI, Corporate, Trust Societies, Partnership Firms & Family Offices.
2. Should be fully conversant with compliance requirement with regards to KYC as prescribed by the Regulators SEBI, RBI and the Exchanges from time to time.
3. Should have handled the entire CVL –KRA process.
4. Should have handled Processing of C- KYC.
5. Should have handled reconciliation and updating the client database on UCC, CVL-KRA, and CKYC on every modification.
6. Should have handled checking of client AML & ANMI global record.
7. Should be fully conversant with downloading the SEBI Debarred (Ban Entities) file from exchanges BSE/NSE.
8. Should have handled Unique Client Code (UCC) files uploading on the exchanges e.g. BSE WebEx/NSE.
9. Brokerage & sharing, creation & updating on the back-office software.
10. Implementing the modifications prescribed by the Regulators and Exchanges relating to KYC processes.
11. Should be well conversant with opening the NRI Savings/PIS NRI Account with concerned Banks.

12. Responsibility to ensure mandatory processing to be completed within the prescribed TAT.

13. Good communication skills for coordination with domestic as well as overseas clients.

14. Should be well verse with word and excel.

**What you should have done so far (Previous Experience):**

- You are working for a mid-sized Portfolio Manager or Stock Broking Company
- You are handling multiple account opening daily
- You are in charge of getting accounts opened really fast!
- You have made very good and robust processes to ensure quick turnaround time of each account opening application
- You have been able to deliver results which can be measured in terms of reduction of account opening time

**Who you are (Skill sets required for the job):**

You are extremely familiar with securities business. In addition you have a questioning and inquisitive mind which is constantly thinking of ideas and approaches different from the consensus point of view.

You are a voracious reader of financial literature. You are extremely articulate in reading and writing.

You are extremely articulate in your thinking and verbal and written communication because there will be extensive client contact in this role, done through conference calls and webinars and presentations.

For further details kindly go through the company's website:-

<https://www.firstglobalsec.com/>