

Job Description: Dealer

Key Responsibility:-

- > Execution of Trades as per Model Allocation.
- > Execution of Fixed Income/NCD Trades for Corporate/HNI Client. Yield Calculation, Negotiations.
- > Execution of Mutual Fund Orders on Star Mf, Trading Platform.
- > Execution of High Tick Size Trades/ Volume Trades via Bulk Deal / Block Deal.
- > Execution of Fixed Income/NCD Trades for Corporate/HNI Client. Yield Calculation, Negotiations.
- > Execution of High-Value Mutual Fund Orders on Star Mf, Trading Platform.

Client Reports:-

- > To Prepare Allocation Master File For Accurate Allocation For More Than 500 Clients on Excel.
- > To Prepare Portfolio Returns Report--(Fission Vector- Internal Software)
- > MProfit: - Capital Gain, Stock Register, Portfolio Summary, Dividend report, other expenses reports
- > To Maintain Stocks Daily Delivery Data, FII & DII Data, Bulk-Block Deals.
- > **To Create Social Media Marketing Images for different occasions and product**
- > Designated Dealer serving clients. Placing orders on behalf of clients and assisting them with their queries.
- > **Handled post markets trade confirmation.**

Compliance

- * To prepare Account opening Documents.
- * UCC, UCI, KYC
- * Reports Submission – Client Funding Details – Margin Funding File –Risk Based Supervision
- * Prepared Documents for Collateral Submission.
- * Payin-Pay outs of the Shares.