

Company	Centrum Broking Limited (Retail)
Division/Vertical	Client Accounting
Years of Experience	2-4 years' experience
Educational qualification	Commerce Graduate
Roles and Responsibilities (Indicative)	<ul style="list-style-type: none"> • Accounting of Client Pay-in & Pay-out of Funds & Posting respective Entry in client ledger. • Prepare Daily Exchange Obligation and manage Fund Flow. • Manage Exchange margin on real time basis. • Manage Client Receipt from online as well offline mode, simultaneously manage Risk Limits. • Daily bank reconciliation of all bank accounts (Clients & Settlement Accounts) and solving the query about banking entries. • Preparation of Weekly & Monthly SEBI & Exchange Enhance report. • Preparation of Monthly Exchange levies report and Reconciliation with Back office. • Processing of Dividend to client & Dividend Reconciliation. • Solving all clients Query relation to (Funds pay in & Payout, Demat charges, Account opening, Stocks, Penalty Charges, NRI Clients Query & day to days operation activities) • Solving Audit Query (Internal Audit, Statutory Audit, & Exchange Audit) • Preparing data for Third Party Products and reconciliation with Business Team.
Job location	Kalina, Mumbai (Work from Office)
Send your resume on	careers@centrum.co.in