

<b>Company</b>	Centrum Group
<b>Division/Vertical</b>	DP Operations
<b>Years of Experience</b>	5+ years' experience
<b>Educational qualification</b>	Graduate/Post Graduate
<b>Roles and Responsibilities (Indicative)</b>	<ul style="list-style-type: none"> <li>• Handling DIVS as Checker (Authorizer) &amp; DIVS Batches Upload in NSDL / CDSL &amp; GAP Report Monitoring. Dis Issuance (Authorizer) and Batches Uploads in E-DPM.</li> </ul>
	<ul style="list-style-type: none"> <li>• Authorization daily Dematerialization / Rematerialization / Conversion / Reconversion Redemption Request as checker.</li> </ul>
	<ul style="list-style-type: none"> <li>• Resolving Back office Related System error in Batches &amp; Transaction Related Issues with Co-Ordination with Vender &amp; CDSL.</li> </ul>
	<ul style="list-style-type: none"> <li>• Reporting Daily Transaction MIS and Transaction Reconciliation</li> </ul>
	<ul style="list-style-type: none"> <li>• Maintaining and Publishing Daily MIS (A/c Opening / Transaction / Demat Remat / Pledge &amp; Unpledge / Funds Payout) to Management.</li> </ul>
	<ul style="list-style-type: none"> <li>• Co-ordination with Internal Auditor for any discrepancy &amp; Issue with Transaction.</li> </ul>
	<ul style="list-style-type: none"> <li>• Preparation of monthly FTR &amp; TAT report for top management &amp; business.</li> </ul>
	<ul style="list-style-type: none"> <li>• Read, Understand the Regulatory Circulars and implemented the same BAU</li> </ul>
	<ul style="list-style-type: none"> <li>• Monthly Billing Generation in iBeats system and Reconciliation with CDSL Billing</li> </ul>
	<ul style="list-style-type: none"> <li>• Stamp Duty Charges Reconciliation with DP Billing and CDSL Stamp Duty File.</li> </ul>
	<ul style="list-style-type: none"> <li>• Monthly Bill cum transaction statement Schedule in bizmail iBeats System and maintaining proper log for audit and inspection purpose.</li> </ul>
	<ul style="list-style-type: none"> <li>• Reporting &amp; submitting Required Compliance Report to Compliance team (IAR, RAT, BO Grievance etc</li> </ul>
	<ul style="list-style-type: none"> <li>• Attending &amp; resolving various client request /branches request raised on EMAIL</li> </ul>
<b>Job location</b>	Kalina, Mumbai (Work from Office)
<b>Send your resume on</b>	careers@centrum.co.in