

Job Description- DP executive

Experience- Min 1 Year

Qualification- Graduate

Location: - Noida sector - 9

DP Executive

- Daily Payin-Payout of securities
- Reconciliation of ROS with Holding statement
- Client Account Opening- KRA/CKYC and it's compliances.
- Client reporting- DP statement, Monthly DP billing, Financial, Holding statement etc.
- Preparation of Internal/Inspection- Audit data /Half yearly/Annually
- Keeping DP data for records
- Daily backup of files and logs
- Manage end to end documentation for account opening - Trading & Demat Account
- Manage Day to Day DP operations

Skills-

- Well verse knowledge of Shilpi & CDAS software
- Communication skills- conversation with clients
- Well verse knowledge of Excel