

Company	Centrum Group
Division/Vertical	KYC Operations
Years of Experience	5+ Years demat/trading account operations or similar roles
Educational qualification	Graduate/Post Graduate
Roles and Responsibilities (Indicative)	<ul style="list-style-type: none"> • Process applications for opening Demat and trading accounts.
	<ul style="list-style-type: none"> • Verify and validate customer KYC documents.
	<ul style="list-style-type: none"> • Ensure accurate and timely data entry in the account opening system.
	<ul style="list-style-type: none"> • Adhere to SEBI, stock exchange, and depository (NSDL/CDSL) guidelines.
	<ul style="list-style-type: none"> • Handle account opening for Online E-KYC (Digital) and Offline Non-Individual accounts.
	<ul style="list-style-type: none"> • Possess strong knowledge of Non-Individual account opening requirements and documentation.
	<ul style="list-style-type: none"> • Possess strong knowledge of NRI account opening requirements and documentation (NRE/NRO/FDI/FPI/OCB, etc.).
	<ul style="list-style-type: none"> • Proficient in using the CDSL system for account opening.
	<ul style="list-style-type: none"> • Proficient in using NSE & BSE systems for UCC creation during account opening.
	<ul style="list-style-type: none"> • Identify and address rejection reasons from CDSL/Exchange for batch rejections.
	<ul style="list-style-type: none"> • Knowledge of demographic change processes through back-office systems as well as CDSL, NSE & BSE portals.
	<ul style="list-style-type: none"> • Resolve audit queries raised by internal auditors, exchange auditors, and CDSL/SEBI, etc.
	<ul style="list-style-type: none"> • Strong understanding of KRA and CKYC systems, both manual and automated processes.
	<ul style="list-style-type: none"> • Maintain good relationships with KRA, CKYC, Exchange, and Depository.
	<ul style="list-style-type: none"> • Comprehensive knowledge of SEBI's KYC Manual.
	<ul style="list-style-type: none"> • Familiarity with operating instructions for DP, Exchange, KRA, and CKYC processes.
	<ul style="list-style-type: none"> • Prepare monthly FTR and TAT reports for top management and business reviews.
	<ul style="list-style-type: none"> • Read and understand regulatory circulars and ensure their implementation in BAU processes.
Skills	<ul style="list-style-type: none"> • Preference for candidates with experience using Comteck's back-office system (Ibeats) for account opening. • Well-versed in KRA Portal usage • Familiar with advance Excel and MS Office
Job location	<ul style="list-style-type: none"> • Kalina, Mumbai (Work from Office)
Send your resume on	careers@centrum.co.in