

SANGAMESHWAR COLLEGE, SOLAPUR

PLACEMENT CELL

NOTICE

1st March, 2022

A Pooled Drive for **Atos Ltd., Mumbai** will be held by for the post of '**Associate KPO**' and '**Officer KPO**' by the T & P Cell of Don Bosco Institute of Technology Mumbai.

The Eligibility Criteria is as under:

- BCom/BBA/M. Com with (Financial background / certification preferred) (No Criteria) (2020,2021 and 2022 batch only)
- SSC, HSC, Diploma (No Criteria)
- Should be able to join on given date
- Only for students from Maharashtra

JOB PROFILE:

The job profile will involve end-to-end processing of various financial and investment products and instruments. It will be a great opportunity to get a wide exposure to Global Securities & Capital Markets.

(There will be no calling or selling involved)

Associate KPO

- Key responsibility is to research, resolve and settlement of failing trades.
- Check the trade status and pull-out the failing trades.
- Find out the reason for trade fail and take necessary action (Reason: No Stock or Not instructed).
- Co-ordinate with the oversight team and client in case for discrepancy and get the appropriate resolution. (Via e-mail).
- Ask the involved parties to amend the changes and ensure settlement of trade within TAT.
- Reconciliation of the custody books with accounting books. (ETD)
- Resolve and confirm the breaks with brokers.
- Ensure accurate reconciliation and resolution within defined TAT.
- Define and ensure successful completion of ad-hoc requests.
- Update the E-checklist for activities performed on daily basis.
- Ensure adherence to SOPs.
- Address all incoming queries and respond within TAT (Turn-around-Time).
- Adhere to company policies and ethics of business

Officer KPO

- To place deals as per the investor's instructions for All Money-In (Sale/Investments), Money-Out (Repurchase)
- Transfer of Investments from one product to another product
- Switches and Conversion transactions from income to growth

- To ensure that all transactions are placed within the valuation point that is applicable to various management companies.
- Also, includes setting up client account. To handle all registration and transfer activities which include Database administration in respect of client and agent.
- Settling the deals placed and setting up payment mandates.
- It also includes setting up deals for regular savings and amendments thereof.
- Processing the undelivered correspondences and appointment of agents.
- It also involves carrying out Money Laundering checks and updating the clients' status accordingly.
- Manage work flow with timely escalations. Regularly achieving the productivity and quality standards in the activity specifically assigned.

Job Location: Mumbai and Pune

Compensation:

Graduates Freshers. (1.94 LPA)

Graduate financial training resources (2.66 LPA)

Additional night shift allowance

Shift: Night Shift (Only US shift)

Interview Mode: MS Teams Video call Interview

Key Highlights:

Free pick and drop facility.

Five days working. (Weekends off).

Night shift Allowances for shift between 5pm to 5am.

Health Insurance cover.

To apply click: <https://tinyurl.com/DBIT-ATOS2022>

Join DBIT Mumbai Pool Campus Drive Telegram Group for More Such Opportunities

https://t.me/+4_xv00CgsAlY2FI

Students interested for the above job profile should immediately enrol their names by filling their details in the google form given. Link of Google form:

<https://forms.gle/CMCaHFT7K5MWpEkZ8>

Last Date of Registration: 7th March, 2022 by 9 am.

Dr. Ms. V. K. Purohit
Convenor, Placement Cell

Dr. Ms. S. V. Rajmanya
Principal