



Process Executive (PE) - Referential Data management - French Expert

Company Profile :

The company has diverse portfolio. It is a leading company in financial services. They provide services in corporate and investment banking, retail banking, specialized financing and insurance, private banking, and global investment management and services.

Location:

Chennai

Responsibility :

- Interpret shareholder system reporting of each day's transactions for a significant number of fund families and currencies.
- Report the share movement and money flow to the relevant fund accountants and custodians.
- Cash projection; prediction and verification of payments due to each fund for subscriptions and due from each fund for redemptions, in relevant currencies and on correct settlement dates.
- Instruct movement of funds by fax or on-line communication to appropriate destination.
- Daily reconciliation of all bank accounts.
- Research and query resolution in relation to outstanding reconciliation items, liaising with other departments and external parties.
- Report on reconciliation items, providing detailed analysis of outstanding items.
- Execute of foreign exchange transactions
- Monitor and report bank fees and interest charges, verifying and processing claims
- Reconcile dealer accounts and balance of monthly commission payments.
- Reconcile Quarterly trailer fee

Mumbai Office:
French Bank Building,
62 Homji Street, Fort,
Mumbai - 400 001, India.
Tel: +91 22 6747 9765
Fax: +91 22 6747 9760
Email: contact@ifcci.org.in

Delhi Office:
DLTA Complex, R K Khanna Stadium,
1st Floor (Gate 3), 1, Africa Avenue,
New Delhi - 110 029, India.
Tel: +91 11 3997 4690
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Chennai Office:
Old 27, New 66, III Street,
Abiramapuram,
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Bangalore Office:
Unit 1303-1304, 13th Floor
Prestige Meridian II, No. 30, MG Road,
Bangalore - 560 001, India.
Tel: +91 080 6900 1218
Email: contactbangalore@ifcci.org.in



Required Profile:

Knowledge and analytical skills in areas of :

- Minimum of 2 years of experience into **Referential Data Management / Client Data management**
- Excellent Communication skills (both Oral and Written)
- Expert in **French Language** (Read , write and speak)
- Flexibility to **work in shifts** as per Regional requirements
- Basic knowledge of MS Office Tools
- Experience in **Investment Banking**
- Bachelor degree in **Financial Management/Commerce/Risk** is an added advantage
- Any additional courses completed related to **Market (through NSE or others)** will be an added advantage.

Education : Bachelor's Degree (preferable in financial management / law etc.)

Job Function : Banking Operations Processing

Job Type : Permanent contract

Please send your CV to employment.service@ifcci.org.in

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