

6/1/2023

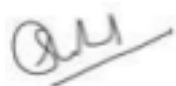
PLACEMENT NOTICE
(FOR GRADUATES FROM ALL PROGRAMMES)

BDG & Associates + AARVIA Fintech is in urgent need of Back office – Financial services. Details are as below:

COMPANIES & JOB PROFILE	BDG & Associates + AARVIA Fintech
JOB PROFILE	Back office – Financial services
LOCATION	Malad East
JOB TYPE	Work From Office
JOB DESCRIPTION	<ul style="list-style-type: none"> ● Will manage investment and insurance form filling tasks. ● Need to do client and office coordination. ● Attend walk-in customers. ● Will be doing data management, investments (Mutual Fund, PMS, etc.), ● all types of insurance entries etc. ● Preparing collating numerous reports online and collaborating data. ● Handle the general Office Administrative work. ● Required Candidate profile ● Should have handled all back-office ops for financial products. ● Responsible for Processing. ● Should be tech savvy ● Well versed with MS office (Excel / Word). ● G-Suite will be an added advantage
Key Skills	Mutual Funds, Insurance, PMS, Back Office, Financial Services, Documentation, Data Management, Data Entry, Communication Skills, Client Coordination, MF, Wealth, Investment, Daily Transactions
Package	₹ 1.5Lac – 2 Lac P.A. (depending upon candidate aptitude)
Education & Experience:-	Any Graduate Previous Experience-1 to 4 Years would be appreciable
Role:	Back-Office (Only Operational Work) & other (Permanent Job, Full Time)

How to apply:

Send your resume in PDF format to nmfcplacement@gmail.com before 10th JANUARY, 2023 latest by 12 noon by mentioning the name of the company and profile in the subject.



I/C Principal