

Account Executive

Description

We are seeking a detail-oriented and proactive Account Executive to join our Sharekhan franchise. This role involves managing client accounts, handling brokerage adjustments, and executing trades as per client instructions.

Responsibilities

- Open new trading and demat accounts for clients and ensure all documentation is complete.
- Manage and update existing client accounts with high attention to detail.
- Modify brokerage settings as per client requirements.
- Execute trade orders accurately and efficiently.
- Utilize Excel for data tracking, reporting, and analysis related to account management and brokerage adjustments.
- Provide excellent customer service by addressing client inquiries promptly and professionally.
- Ensure compliance with regulatory standards and Sharekhan's policies.

Qualifications

- Proficiency in Excel for data management, analysis, and reporting.
- Strong knowledge of the stock market and trading platforms.
- Experience in account management and order execution in a brokerage firm (preferred).
- Familiarity with Sharekhan's systems and platforms is a plus.
- Excellent attention to detail and accuracy.
- Good communication skill in **Bengali and Hindi**
- Good customer service skills.

Hiring organization

Employment Type

Full-time

Job Location

Remote work possible

Date posted

November 29, 2024

Valid through

31.12.2024