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## Sr Officer- Wealth Management

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Company: ATRIBS METSCON GROUP

Location: dubai

Category: other-general

Handling of the WM Investments Helpdesk Receipt and processing of the Investment Subscription and Redemption documents for all investment products in Wealth Management system (alpha) and provider websites (SNG). Trade Processing Trade Settlements Input of Manual Trades and other exceptions. Client Import in Alpha (SNG) Input of Investment Cash Account Opening/Closure Portfolio Creation/Closure and Account Maintenance activities Mapping the RM to the concerned clients in Citrix. (SNG) Call back validation for deals (SNG) Price Feed upload in Alpha (SNG) IPO/New Issuance processing. Funds transfer to Providers for Other Products & Mutual Funds. Advisory Cash Account transfers and funds block/unblock in T24. AMC Maker on Alpha (SNG) Liaise with the various units like Credit Admin / TED / Private Banking Operations / FCIS/ Transaction Banking Operations / Compliance for the processing activities. Participate in all process improvement initiatives to bring efficiency and effectiveness Additional tasks assigned by the Department Supervisor/Manager. Handling of the WM Investments Helpdesk Receipt and processing of the Investment Subscription and Redemption documents for all investment products in Wealth Management system (alpha) and provider websites (SNG). Trade Processing, Trade Settlements, Input of Manual Trades and other exceptions. Client Import in Alpha (SNG) Input of Investment Cash Account Opening/Closure, Portfolio Creation/Closure and Account Maintenance activities Mapping the RM to the concerned clients in Citrix. (SNG) Call back validation for deals (SNG) Price Feed upload in Alpha (SNG) IPO/New Issuance processing. Funds transfer to Providers for Other Products & Mutual Funds. Advisory Cash Account transfers and funds block/unblock in T24. AMC Maker on Alpha (SNG) Liaise with the various

units like Credit Admin / TED / Private Banking Operations / FCIS/ Transaction Banking Operations / Compliance for the processing activities.Participate in all process improvement initiatives to bring efficiency and effectiveness Additional tasks assigned by the Department Supervisor/Manager.

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