



CDCPL is looking for suitable profiles for its Trustee & Custodial Services Department for the position of Senior Officer / Officer having following particulars:

Qualification: BBA / BS Accounting & Finance/ BS Computational Finance or MBA in process

Experience: Fresh to 03 years' experience.

Number of positions: Multiple

Location: Karachi.



Job Description:

The applicant will be responsible to execute day to day operations of Trustee & Custodial Department, including but not limited to the following:

- Work for bank reconciliations, bank account maintenance and execution of transfer of funds.
- Ensure compliance with day to day transactions and perform periodic compliance measures as required under relevant laws.
- Verify/save/execute settlement and payment against various investments made by the Fund.
- Verify forms of sale of units, redemption of units, conversion of units, transfer of units, NAV of assigned funds and execute them in system.
- Act as save mode user for the electronic systems offered by CDC, AMC, Banks, etc.
- Correspond with Banks, AMC, Investment Advisors, Brokers, Clients and etc. in respect of day to day operations of assigned clients.
- Verify / save /execute payment of expenses, taxes etc.

Eligible and interested candidates having good verbal and written communication skills and positive attitude towards learning and development are encouraged to send their resumes at jobs@cdcpak.com mentioning the position (Senior Officer / Officer – Trustee & Custodial Services) in the subject line latest by **March 04, 2022.**