



BOB Financial Solutions Limited (BFSL, formerly known as BOBCARDS Ltd.) is a wholly owned subsidiary of Bank of Baroda and a Non-Deposit Accepting Non-Banking Finance Company (NBFC). BFSL was established in the year 1994 to cater to the need of rapidly growing credit card industry in a focused manner. BFSL is one among the pioneers in Indian card market and was the first non-banking company in India to issue credit cards.

The Company's core business is credit card issuance and consumer lending. It also provides support to Bank of Baroda by carrying out its merchant acquiring operations and its debit cards operation for its overseas territories/ subsidiaries and sponsored RRBs. The Company is aiming to expand within Consumer Credit, Commercial Credit, Retail Credit, Capital Market Lending (loan against securities, IPO financing) and other Financial Services.

Position	Officer II – Loan Against Securities (LAS) – Operations
Role & Responsibilities	<p>Key highlights of the role are listed below (purely indicative and not limiting):</p> <ul style="list-style-type: none">• Maintain Calendar of Initial Public Offers• Coordinate with the Registrar of the Issue for release of ASBA and allotment• Coordinate with Bankers to the Issue for getting the banking dates, release of ASBA• Coordinate with Book Running Managers to the Issue on allotment, listing dates• Get the Client documentation done and collect signed IPO application from the Client• Bank IPO application on the Issue Closing day• Coordinate with authorized signatory to get the IPO application form signed• Share IPO statement with the Client• Keep track and ensure collection of brokerages and payment to sub brokers / sub agents• Notarised and Franked all Loan agreements
Job specific skills	<p>Applicants should possess the following attributes:</p> <ul style="list-style-type: none">• Minimum of 4 years of experience of Operations in a similar role• Good understanding of entire Client onboarding process, eye to detail in screening the application forms and KYC• Reasonable understanding of Stock Market and particularly Primary Market

	<ul style="list-style-type: none"> • Ability to interact with external stake holders like Registrar, Banks, Book Running Lead Managers • Good interpersonal skills and dealing with other stake holders – Finance, Treasury, Risk and Sales
Educational Qualification	He/ she should hold a Graduate / Professional qualification
Minimum Experience	Should have a minimum of 4 years of experience in banking and financial services specifically within IPO Financing division.
CTC offered	Compensation will not be a limiting factor for the right candidate and will be discussed on a case by case basis.
Location of posting	Mumbai The candidate may be deputed to work with the team(s) with the organization/ parent organization/ any subsidiary of the parent organization if and as deemed necessary.
Maximum Age on the last date of application	35 Years
Email to be sent to	careers@bobcards.com with subject as “ Officer II – Loan Against Securities (LAS) - operations ”
Website	www.bobfinancial.com
Contact Number	+91 22 42068579
Website	www.bobfinancial.com
Contact Number	022 - 4206 8547
Last Date for application	04th September, 2018