

**Pooled Campus Drive - M/s.State Street HCL Services - 29<sup>th</sup>- February -2016, @ RVS College, Sullur for 2014, 2015, 2016 Pass out Freshers in B.Com, BBA, BA (Economics), BBM, M.Com, MBA (Finance), MA (Economics)**

**JOB DESCRIPTION**

**Kindly inform your 2013/14 passed out students to participate/walk-in for the drive.**

**Date of Interview:** 29<sup>th</sup> Feb 2016 (Monday) - 9.30 AM.

**Venue:** Kalam Hall, RVS College of Arts & Science, Sullur, Coimbatore.

**Job Description: ANALYST**

**Function:**

Responsible for tasks associated with **Capital Markets / Fund Administration / Finance & Accounting** deliverables.

**Role:** Analyst

**Job location:** Chennai & Coimbatore

**Selection Process:**

1. Aptitude Test (90 Mins)
2. Technical Round
3. HR Discussion.

**Reports to:** Team Lead

**Desired Candidate Profile :**

- Should have good knowledge of Accounting, Capital Markets, Mutual fund industry, servicing of institutional assets (funds) and the various intermediaries.
- Knowledge of instruments like Mutual Funds, Equities, Bonds, Derivatives, FX, Bank Debts, etc.
- Highly proficient in MS office – Excel, Word, Outlook
- Should be ready to relocate to Chennai/Coimbatore and work in night shift

**Key Responsibilities / Functions / Role:**

- Work with and assist other associates in meeting common goals Partner with TMs, Managers and support teams to deliver accurate and timely financial information to clients.
- Analyse unique and recurring situations, come up with solutions and continuously improve processes, all with limited management interaction
- Develop expertise with few repetitions
- Update and follow existing tracking mechanism , log the errors and ensure timely correction of faults so that the recon process adhere to the specified timelines
- Should be willing to work in shifts

**Eligibility:** 2014, 2015 and 2016 pass out Freshers in B.Com, BBA, BA (Economics), BBM, M.Com, MBA (Finance), MA (Economics),

**Skills:**

- Good interpersonal and communication skills – Written and Verbal
- Ability to work in a deadline oriented group with peak period workflow
- Highly proficient in MS office – Excel, Word, Outlook

**Salary** : As per industry standards....

**Contact Details:**

Mr.P.Duke : 9363140184

Mrs.P.Mekala : 9944355992

Mrs.P.Manju : 9842594333

Mr.Arul : 9578035000