



S.No.	Question	Description
1	Position Vacant/Designation	<b>Sr. Executive– PMS -Operations &amp; MIS</b>
2	Organization Name	<b>UNIFI CAPITAL PRIVATE LIMITED</b>
3	Company Profile	Unifi Capital (P) Limited (UCPL) is a SEBI Registered Portfolio Manager and is the investment manager to multiple SEBI registered Alternative Investment Funds. The company is a member of NSE, BSE and is a CDSL Depository Participant. Established in 2001, UCPL is headquartered in Chennai with branches in Mumbai, Bangalore, Hyderabad, Kolkata and Delhi.
4	Job Description/Responsibilities	<ul style="list-style-type: none"> <li>• Proper upkeep and maintenance of client related accounting</li> <li>• Ensuring timely completion of reconciliation of bank accounts and stock accounts of the clients (BRS and DP reconciliations)</li> <li>• Assisting Team in Computation of PMS performance Fee</li> <li>• Preparation of Financial Statement of Client accounts</li> <li>• Proper accounting of Dividend, Interest, and other corporate actions</li> </ul>
5	Desired Profile of the Candidate	<ul style="list-style-type: none"> <li>• Strong knowledge of Accounting</li> <li>• Proficient in MS Excel, MS Word, MS Power-point</li> <li>• Sound Working Knowledge in Computerized Environment</li> <li>• Sound Analytical &amp; English Communication Skills - both verbal and written</li> </ul>
6	Compensation Offered	On par with Industry Standards
7	Locations of posting	CHENNAI
8	Reference, if any, that candidate must mention on application	Minimum – Two suitable references to be provided
9	Contact information	G Varthaman, Assistant Vice President
10	Email (to which resumes needs to be collected) Website	Email: <a href="mailto:varthaman@unificap.com">varthaman@unificap.com</a> , <a href="http://www.unificap.com">www.unificap.com</a>
11	Experience Required	Min 3 years
12	Industry Type	Financial Services Industry (Preference will be given to candidates with Capital Markets Exposure especially in PMS operations)
13	UG, PG & PhD degrees	<b>Academic –</b> CA Inter, CMA Inter, MBA (Finance), M. Com

For UNIFI CAPITAL PVT. LTD.

*(Signature)*  
Authorised Signatories

11, Kakani Towers, 15, Khader Nawaz Khan Road, Chennai 600006  
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CIN: U67120TN2001PTC046392



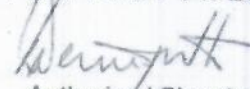


S.No.	Question	Description
1	Position Vacant/Designation	<b>Manager– PMS -Operations &amp; MIS</b>
2	Organization Name	<b>UNIFI CAPITAL PRIVATE LIMITED</b>
3	Company Profile	Unifi Capital (P) Limited (UCPL) is a SEBI Registered Portfolio Manager and is the investment manager to multiple SEBI registered Alternative Investment Funds. The company is a member of NSE, BSE and is a CDSL Depository Participant. Established in 2001, UCPL is headquartered in Chennai with branches in Mumbai, Bangalore, Hyderabad, Kolkata and Delhi.
4	Job Description/Responsibilities	<ul style="list-style-type: none"> <li>• Ensuring timely and proper upkeep and maintenance of client related accounting</li> <li>• Ensuring Trades are properly and timely accounted</li> <li>• Ensuring proper accounting of Bond Investments, Redemptions, Interest accruals, valuations etc.,</li> <li>• Ensuring proper and timely billing and collection of charges, fees etc.,</li> <li>• Ensuring timely and properly accounting of Bulk Dividend and TDS entries.</li> <li>• Responsible for All corporate actions are captured and accounted properly.</li> <li>• Ensuring proper End Of the Day (EOD) processing.</li> <li>• Ensuring compliance with applicable regulations and process</li> <li>• Assisting in Annual Audits of Client accounts in PMS</li> <li>• Preparation &amp; presentation of periodic MIS</li> <li>• Ensuring timely mailing of various reports to the clients</li> <li>• Ensuring timely reconciliation of bank accounts and stock accounts of the clients (BRS and DP reconciliations)</li> <li>• Working with the team lead in streamlining, developing, and implementing standard operating process.</li> </ul>
5	Desired Profile of the Candidate	<ul style="list-style-type: none"> <li>• Strong knowledge of Accounting, Taxation, Knowledge on SEBI regulations will be an added advantage.</li> <li>• Proficient in MS Excel, MS Word, MS Power-point.</li> <li>• Sound Working Knowledge in Computerized Environment.</li> <li>• Sound Analytical &amp; English Communication Skills - both verbal and written</li> </ul>
6	Compensation Offered	On par with Industry Standards
7	Locations of posting	CHENNAI
8	Reference, if any, that candidate must mention on application	Minimum – Two suitable references to be provided
9	Contact information	Varthaman. G, Assistant Vice President
10	Email(to which resumes needs to be sent)	Email: <a href="mailto:varthaman@unificap.com">varthaman@unificap.com</a> , <a href="http://www.unificap.com">www.unificap.com</a>
11	Experience Required	Min 5 years



12	Industry Type	Financial Services Industry (Preference will be given to candidates with Capital Markets Exposure especially in PMS operations)
13	UG, PG & PhD degrees	<u>Academic –</u> CA / CMA

For UNIFI CAPITAL PVT. LTD.

  
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