



**Guru Gobind Singh Indraprastha University**  
“A State University established by the Govt. Of NCT Delhi”  
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2023/PN/ 532

Dated: 27<sup>th</sup> April 2023

**Sub. Placement opportunity for MBA (finance) students of GGSIP University of batch passing out in year 2023 in the company “Orbis Financial Corporation Limited”**

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for MBA students of GGSIP University of batch passing out in year 2023 in the company “Orbis Financial Corporation Limited” for your reference and circulation to students to apply on given link by **29<sup>th</sup> April 2023**:

**Registration Link – <https://forms.gle/ofbBrYTLvtPwnobk9>**

**Name of Organization – Orbis Financial Corporation Limited**

**Nature of Job – Full Time**

**Job Roles –**

1. Treasury & Banking
2. Fund Accounting
3. Executive / Senior Executive – Custody

(Job Descriptions attached)

**Overall Academic CGPA - Above 7**

**Qualification – PGDM/MBA specialization in Finance only**

**Job Location – Gurgaon**

**Remuneration Bracket - 3.00 to 5.00 LPA**

**Bond – 18 Months (Eligible for PMS & Bonus and other benefits as well).**

**LAST DATE FOR REGISTRATION IS 29<sup>th</sup> April 2023.**

(Ms. Nisha Singh)  
**Training and Placement Officer,  
CCGPC, GGSIPU**

Brief about the company:

Orbis is an established Financial Market Intermediary, providing Securities Services since 2009 to Domestic & Foreign Institutional Investors, Corporates, and High - Net Worth Individuals amongst others. As a Custodian of Securities, Orbis is registered with SEBI as a Designated Depository Participant (for Foreign Portfolio Investors), a Clearing Member on NSE, BSE, and MSEI in a variety of segments as also being a Depository Participant on the NSDL & CDSL. Our strength lies in being able to 'Secure Investors' by providing focused and customized solutions to our clients.

Leveraging on our consistent growth and given our longstanding presence in the Capital Markets, we have recently diversified into Registrar and Share Transfer Agency (RTA) and Trustee Business. With these new business segments, we believe we will create a portfolio of aggressive drivers of future growth; which aligns with our business goals.

To support our business diversification, we are seeking talented individuals with relevant experience in Financial Services Industry to join us.

Company Info

Website- <https://www.orbisfinancial.in/>

Address- 4th Floor, 4A Ocus Technopolis, Golf Club Road Sector 54, Gurgaon 122002

## **Job Description - Treasury & Banking**

### **Job Overview**

Treasury & Banking assisting in mutual fund investments.

### **Tasks to be taken care of:**

- Handling banking transactions of multiple entities (electronically / physical instructions).
- Processing mutual fund investments for our clients.
- Resolving client queries and ensuring a high level of client satisfaction
- Error-free verification of transactions
- Undertake special assignments as may be given by the reporting manager from time to time
- Ability to multi-task and manage competing deadlines

### **Handling Banking Operations:**

- Raising requests for FDs, BGs, etc
- Banking Account Operations including account opening for corporates
- Signatory Updation on a timely basis
- Multiple Banks online portal management input / authorize / file upload & download
- Forex Remittances Processing
- Handling client banking queries

### **Handling Treasury Operations:**

- Correct and timely calculations of Investible Funds and Fund Requirements
- Ensuring error-free authorization of transactions
- Ensuring timely deployment and arrangement of funds
- Funds reconciliation

### **Resolving Client Queries:**

- Bank Account Closure
- POA Updation in existing bank accounts
- Any kind of banking issues

### **Collaterals Management:**

Facilitating timely Margins / Security Deposits with various Exchanges like NSE, BSE, MCX, MCCIL in form of FDs, BGs, and Listed Shares / Government Securities.

### **Checker & Back -up Role:**

- Electronic Bank Transfers (Clients' as well as Orbis')
- Forex Transfers
- MIS Reporting

### PC skills:

- Strong Know how of MS Excel, MS Word and MS PowerPoint
- Strong analytical and problem-solving skills.

### Soft skills:

- The candidate should have good communication skills
- The candidate should have good data understanding
- Should be empathetic and strive to exceed the expectations of their customer

### Perks and Benefits:

- Mediclaim Benefits
- Accidental Cover
- Annual Performance linked Bonus
- ESOP (Employee Stock Ownership Plan) Benefits
- PF and Gratuity Benefits

## Job Description - Fund Accounting

### Job Overview

Fund Accounting and Reconciliation.

### Tasks to be taken care of:

- Daily & monthly updation of client's Fund Accounting books as per define SLA
- Daily client's bank book and other reconciliation
- Month-end & quarter-end close under strict deadlines
- Monthly & quarterly reporting to client
- Handling day to day client's query
- Client closure and pay-out of funds as per strict deadlines
- Coordinating with other internal teams to complete the client's deliverables & query

### Experience:

0-2 years' experience

### PC skills:

- Strong Know how of MS Excel, MS Word and MS PowerPoint
- Strong analytical and problem-solving skills.

### Soft skills:

- The candidate should have good communication skills
- The candidate should have good data understanding
- Should be empathetic and strive to exceed the expectations of their customer
- Knowledge of Capital Market / Hedge Fund knowledge / PMS - Equity, Derivative, MF, Fixed Income Securities, Performance & Management Fees
- Corporate Action knowledge
- Alternative Investment Fund (AIF) knowledge would be an advantage

### Perks and Benefits:

- Mediclaim Benefits
- Accidental Cover
- Annual Performance linked Bonus
- ESOP (Employee Stock Ownership Plan) Benefits
- PF and Gratuity Benefits

## **Job description**

### **Executive / Senior Executive - Custody**

#### **Responsibilities and Duties**

- Respond to all the email/Call received from vendor/Client at given TAT.
- Working on Clients Query
- Follow-up with internal department for query closer.
- Day to Day working of Custody.
- Making good relationship with the Venders and client.
- Working on daily compliance
- Reconciliation and check

#### **Required Candidate profile**

- Account's knowledge
- Excellent communication / Multitasking skill.
- Must have a good and positive professional.
- Handling customer inquiries and resolving them satisfactorily
- Excel Knowledge

#### **PC skills:**

- Strong Know how of MS Excel, MS Word and MS PowerPoint
- Strong analytical and problem-solving skills.

#### **Soft skills:**

- The candidate should have good communication skills
- The candidate should have good data understanding
- Should be empathetic and strive to exceed the expectations of their customer

#### **Perks and Benefits:**

- Medclaim Benefits
- Accidental Cover
- Annual Performance linked Bonus
- ESOP (Employee Stock Ownership Plan) Benefits
- PF and Gratuity Benefits