



KENANGA INVESTMENT BANK BERHAD
Company No. 15678-H

JUNIOR OFFICER / EXECUTIVE, CDS / STATIC DATA

(Head Office – Kuala Lumpur)

The Job:

- CDS Operations (Opening, Updating and Closing accounts)
- Processing transfer forms
- Verifying the opening account forms i.e. individual & corporate investor
- Answering calls from remisers or clients
- Print Balance Enquiry Report requested by clients or remisers
- Checking & keying-in AFBER & Notice of Acceptance/Rejection
- Processing the update form & reactivation form
- Validation of Specimen Signature Cards (SSC)
- Verifying the fees of the CDS & print reports at the end of the business day
- Prepare rejection letter to Clients and Bursa Depository

Requirements:

- Diploma/Degree in Finance, Accounting, Economics or equivalent professional qualification.
- Minimum 5 years working experience in financial related field
- Good command of spoken and written English
- Computer literate
- Willing to travel
- Fresh graduates are encouraged to apply