

**Company:** CentrumDirect Limited

**Position:** Branch Operations Manager / In-charge

**Grade:** L2

**Location:** Hyderabad, Visakhapatnam.

**Reporting to:** Branch Manager

**Job Description**

- To monitor and execute day to day activities related to sales and operations within the prescribed frame work at the branch.
- Adhere as per the AML/KYC/CFT guideline and RBI rules and regulations. Follow laid down circulars by the company and other statutory bodies & timely submission of statutory reports.
- To maintain records of payment, receipts, income & expenses on day to day basis, scrutinize ledgers, bank Reconciliation at regular intervals.
- To maintain & generate various MIS and reports for audit and analysis.
- Manage the relationships of existing Key Accounts.
- Build and generate incremental business through existing clients by promoting both forex related as well as other ancillary products and services.

**CTC:** As per our company standards.

**Industry:** Financial services / NBFC/ Forex / Travel.

**Functional Area:** Operations, Team Management, Key Account Management.

**Experience:** 4 – 10 Years.

**Note:** Please share your application to [shradha.katkam@centrum.co.in](mailto:shradha.katkam@centrum.co.in)