



BHARATI COLLEGE
University of Delhi



OPUS
Training and Placement Cell

INTERNSHIP OPPORTUNITY

nivesh.com
Mutual Funds For All

- Business Development Support Executive
- Investment Associate

Profiles

- 3rd Year Students
- B.Com and B.Com (H)

Eligibility

- Certificate
- Stipend: 17k - 18k
- PPO (Performance Based)

Incentives

- Aptitude Test
- In-Office Interview

Selection Procedure

Duration : 6 Months

Mode of Work : In Office

Office Location : Noida, Sector 32

Registration Ends : 6th April 2021, 12:00 PM



Register here

<https://forms.gle/6tMRYsKJPKR2KSQ6>

 OPUS Training and Placement Cell

 bharatiplacement_cell

JOB DESCRIPTION

Business Development Support Executive

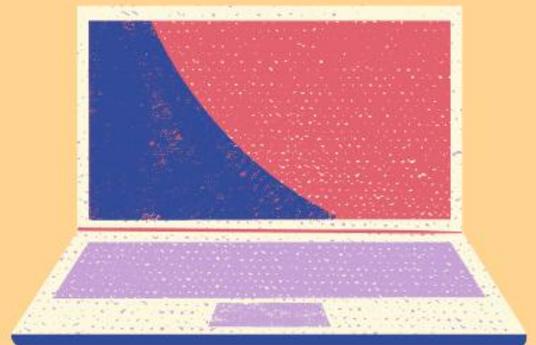
- Channel Partner Engagement and Support activities.
- Explaining benefits of investing in Mutual Funds and other financial products like fixed deposits, bonds, AIF, PMS and NPS.
- Coordinate with other internal departments for smooth processings of transactions and query resolutions.
- Continuous engagement with channel partners and ensure the regular flow of business.
- The entire conversation with the channel partners will be handled centrally through telephonic/online meetings and the role does not require physical interactions with them.



Business Development Support Executive

Requirements:

- Good Command over written and spoken English and Hindi. Knowledge of any other Indian language will be an added advantage.
- Proficient in use of modern digital tools like emails, MS Office, Google tools like Sheet, Doc, Meet etc.
- Service and support orientation is must.
- Willing to work in a performance oriented organization.



Investment Associate

- Understanding client investment needs - financial goals, risk preferences and time horizon. Most of the time, the role will require to help clients understand these aspects and facilitate the process of defining requirements.
- Explanation of different product offerings like mutual funds, SIP, PMS, AIF, Corporate Fixed Deposits, Peer to Peer Lending, Insurance, etc. as per the suitability.
- Generate and discuss investment portfolio options
- Facilitate transaction process
- Continuous engagement with customers and help them understand impact of different macro and micro factors on their investments



Investment Associate

- The entire conversation with customers will be handled remotely through telephonic/online meetings and the role does not require physical interactions with customers.

Requirements:



Ability to own the entire process from initial conversation with a prospective client to conversion.

- The person should have passion for interaction and continuous engagement with other persons
- Good understanding of the entire investment process.
- Good Command over written and spoken English and Hindi. Knowledge of any other Indian language will be an added advantage.
- Proficient in use of modern digital tools like emails, MS Office, Google tools like Sheet, Doc, Meet etc.
- Willing to work in a performance oriented organization