

Back-office specialist

Sphere of responsibility: Work with client accounts:

- Transactions – preparation of orders, letters and other documentation. Keeping of a registers;
- Transaction reporting (reports, invoices);
- Regular reporting (statement on holdings, portfolio structure);
- Post-transaction support - drafting of letters and requests for dividends or other needs;
- Other additional paperwork and services arising during clients operations;

Requirements:

- Last year student or graduate from university. Special preference for finance, economy, law and physics&mathematic specialities;
- Excellent organizational skills.
- Knowledge of computer operating systems and MS Office software, as well as regular office equipment.
- Ability to work as part of a team.
- High morale and trust requirements;
- High-level written and verbal communication skills in Russian and at least intermediate level in English. Upper-intermediate knowledge of Uzbek language is highly preferred.
- Basic knowledge of financial and accounting software.
- Certificate of Capital market Specialist preferred but not necessary.

Work conditions:

- Monday-Friday, 9:00am to 6:00pm working day;
- Prime location in the center of Tashkent (Amir Temur square);
- Friendly collective, high intense knowledge and experience transfer;
- Official employment