

MUNI BROKING HOUSE LIMITED

Registered Office: The Legacy, Unit 41A/43, 25A Shakespeare Sarani, Kolkata - 700017
CIN - U66120WB2023PLC260758 GSTIN - 19AAQCM6975R1Z0



To, Deputy Secretary
ICAI, 7, Russel Street.

HIRING: INDUSTRIAL TRAINEE – STOCK BROKING COMPANY

Position: Industrial Trainee

Number of Vacancies: 2

Joining: Immediate

Location: Shakespeare Sarani, Kolkata

Compensation: ₹1.50 – ₹2.00 Lakhs per annum (CTC), based on knowledge

Eligibility Criteria:

- Well-versed with Companies Act and basic Income Tax provisions
- Ability to operate any Accounting Software
- Reasonably strong in Mathematics
- Good working knowledge of English (drafting, understanding, and research)

Key Responsibilities / Work Profile:

- Handling compliances related to Stock Exchanges (NSE, BSE & MCX)
- Managing day-to-day operations related to NSDL & CDSL
- Coordinating and managing various audits including: IT, VAPT, Financial & Tax Audits
- Handling banking operations, including management of 25+ bank accounts
- Ensuring SEBI, ROC, and Income Tax compliances
- Training in Mutual Funds and assisting in distribution
- One-to-one client onboarding and regular client interaction
- Understanding Corporate Actions and their impact on back-office operations

Ideal Candidate

A motivated individual eager to build a career in the capital markets and financial services industry, with strong compliance orientation and willingness to learn hands-on operations in a stock broking environment.

Muni Broking House Limited

Shubham Thard

Director (DIN-06870812)



Registered with:
SEBI | NSE | BSE | MCX | NSDL | NCL | MCXCCL

Dealing In:
EQUITY | COMMODITY | DERIVATIVES | MUTUAL FUNDS | BONDS | DEBT

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