

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV612

Company Name: Abu Dhabi Securities Exchange



Company Type: Semi-Government

Job Position/Title:	Registration Officer	Academic Major:	Management Information System
Salary Range:	31,800 + other benefits	Years of Experience:	Fresh Graduate or 3 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Male
Job Description:	- Processes register requests, in accordance with ADX procedures. - Authenticates account opening. - Processes certificate withdrawal requests. - Processes lodgment, in accordance with ADX procedures. - Processes registry and stock transfers. - Processes dual listed company transfers. - Conducts archiving process depository and registry records function. - Allocates Investor Numbers to new investors. - Updates and amends Investor Numbers in line with instructions received. - Transfers accounts and stockholdings from one broker to another in line with requests received from investors.		
Minimum Qualifications:	- Bachelor Degree - Minimum GPA required is 3.00		
No. of Positions Required:	1		
Job Close Date:	Open Until Filled		

To Apply, UAEU Graduates/Alumni should send their CVs to:

job@adx.ae

