

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

JOB VACANCY FORM®

Job Reference No.: JV858

Company Name: Abu Dhabi Securities Exchange



Company Type: Semi-Government

Job Position/Title:	Registration Officer	Academic Major:	Business Administration, MIS
Salary Range:	31,800 AED	Years of Experience:	Fresh Graduate
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 lodgement, 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		
No. of Positions Required:	1		
Job Close Date:	Open Until Filled		

هام: المعلومات الواردة في هذا النموذج هي فقط لطلبة وخريجي جامعة الإمارات العربية المتحدة ولا يحق نشرها أو تداولها خارج نطاق الجامعة
IMPORTANT: The information presented in this document is for UAEU students and graduates only and cannot be shared outside UAE University

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

bsaigal@adx.ae

for further information please call on 026128931

