

**Job Title:**

Deputy Portfolio Manager

**Location:**

Peshawar

**Job Description:**

- Creating Investment solutions and financial plan based on needs of clients and their risk profile.
- Identify and analyze new business opportunities and cultivate relationship with potential institutional in the regions.
- Prepare and Present investment proposals to existing as well as prospecting clients.
- Coordinate and work along sales and marketing Teams.
- Prepare and Present performance reviews relative to benchmarks.
- Addressing SMA & Mutual Funds Clients/ Sales Staff Queries.
- Assisting in Client Meetings (Retail).
- Preparing Performance Reviews, Letter of confirmations and Ad hoc Presentations.
- Preparing Mutual Fund & VPS proposals/Presentations.
- Preparing Investment Committee meeting files.
- Preparing Dividend working files.
- Serving as a team player and backing up when another team member is not available.
- Implementing of Asset allocation decisions, liaison with finance, ops and fixed income for cash deployment, participation in decision making exercises.
- Ad hoc work/projects given by head of department.

**Job Requirements**

- Graduation (Accounting and Finance), ACCA / CFA-Level 1 passed will be preferred.
- 2 year of experience in the Financial Sector

**Send resume to:**

- [ahmed.arshad@nbpffunds.com](mailto:ahmed.arshad@nbpffunds.com)