



CAPITAL ASSET MANAGEMENT LTD

Post : Trainee Assistant Investment Analysts

Main duties and responsibilities

1. Assist in gathering and compiling data.
2. Assist in report preparation relating to economic and sector analysis.
3. Assist in security analysis and valuation of securities/ companies.
4. Assist in preparation of quarterly performance reports, annual reports and other analytical reports as may be required.
5. Attend site visits.
6. Assist in preparation of investment agreements and in disbursement of funds/ reports including follow-up with investee companies on repayments and rescheduling of facilities.
7. Assist in setting up/maintaining website and other social media platforms.
8. Perform any other cognate duties as assigned by management.

Qualifications and Skills

- 6 months' experience including internship
- Relevant degree in Investment, Finance, Banking, Economics, Accounting or alternative equivalent qualification.
- Good analytical skills.
- Computer skills to include Microsoft Office (Word, Excel, Outlook, Power Point).
- Ability to work under pressure.

Disclaimer

The Company reserves the right to call only the best candidate for interview and not to make any appointment following this advertisement.

27 May 2022