

Mutual Fund Agent

Aliases: Mutual Fund Advisor, Mutual Fund Broker, Mutual Fund Manager

Industry/Sector(s): BFSI

JOB DESCRIPTION ¹

The tasks a Mutual Fund Agent is expected to perform include:

- Offering mutual funds to prospective investors
- Maintaining records of the investments
- Conducting regular market research to advise customers

WORK ENVIRONMENT ^{1, 4}

- It is a desk job
- Need not handle a team
- Local travelling is a part of this job role
- Part-time work and contractual jobs are not available
- Work from home option is not available

Working hours

- Organizations usually work for 5/6 days a week and 8/9 hours everyday. This may vary from organization to organization
- Shift system is not available
- Overtime may be involved

Is the job suitable for a candidate with special needs?

This may vary from organization to organization

EDUCATIONAL QUALIFICATIONS AND TRAINING ¹

- Preferably, 12th
- Certified training for Mutual Fund Agent (programme aligned to BSC/Q 0601 released by BFSI Sector Skill Council of India)

KEY COMPETENCIES ¹

- Knowledge of methods to evaluate mutual fund schemes
- Knowledge of Total Return Method, Change in Net Asset Value (NAV) etc.
- Knowledge of accounting, financial and economic concepts used for evaluating mutual funds
- Ability to conduct market research
- Knowledge of methods of accounting and understanding the structure of mutual funds
- Skilled in computing various ratios to calculate risk-adjusted returns
- Proficient in quantifying various risk factors and their impact on funds
- Knowledge of basic computer skills
- Proficient in mapping customer requirements with schemes

DESIRABLE COMPETENCIES ¹

- Preferably industry certification or training offered by the organization
- Interpersonal skills
- Communication skills

AVAILABLE SKILL TRAINING AND LEARNING INSTITUTES

- Association of Mutual Funds in India
<https://www.amfiindia.com/>
- BSE Institute Limited
www.bsebti.com/
- Oxford Software Institute
www.oxfordinstitute.in/
- National Stock Exchange of India Ltd.
<https://www.nseindia.com/>

AVAILABLE SKILL TRAINING SCHEMES/SCHOLARSHIPS

For scholarship and schemes, use further links like:

- <https://scholarships.gov.in/>
- <http://www.oxfordinstitute.in/mutualfund.html>

SAMPLE OF TRAINING AND LEARNING COURSES

<http://www.oxfordinstitute.in/mutualfund.html>

CAREER PROGRESSION PATH³

Portfolio Manager



Mutual Fund Analyst



Mutual Fund Agent

The progression is indicative

EXPECTED EARNINGS²

•For candidates with experience – Rs 20,000 to Rs 25,000 per month + commission

These figures are indicative and subject to change

REQUIRED WORK EXPERIENCE¹

Generally, relevant work experience is required

PROBABLE EMPLOYERS¹

Mutual fund companies

KEYWORDS

- Mutual Fund Advisor
- Mutual Fund Broker
- Mutual Fund Portfolio Manager
- Mutual Fund Agent

OCCUPATIONAL CODES AND STANDARDS

Standard	Code	Description
NCO 2015	3311.0202	Mutual Fund Agent
ISCO 2008	3311	Securities and Finance Dealers and Brokers
NIC 2008	66301	Management of mutual funds
QP Reference	BSC / Q 0601	Mutual Fund Agent
NSQF	TBD	Not available

REFERENCES

1	www.nsdcindia.org/sites/default/files/files/qp-mutual-fund-agent.pdf
2	http://www.payscale.com/research/IN/Industry=Mutual_Fund_Administration/Salary
3	http://www.dget.nic.in/upload/uploadfiles/files/publication/Des-Div-3.pdf
4	http://www.ccdisabilities.nic.in/page.php?s=reg&t=def&p=list_jobsNew