



Job Description - Associate

Job Description:

We are seeking graduates / postgraduates with strong analytical and technical skills who will assist the deal advisory team in deal execution

About Key Venture

Key Venture is an Investment Bank. We help early and growth stage startups in M&A and raising capital through VCs, PE, HNIs, Family Offices and Strategic Investors.

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| Duration | Full Time |
| Designation | Investment Banking Associate |
| Education | Graduates or post graduates in Finance or Engineering |
| Experience | 2-4yr |
| Application Deadline | 30 days from job posting |
| Location | Mumbai (H.O.) |
| Mode of Working | Work from office |
| Remuneration | As per industry standards |

Key Responsibilities:

- **Market Research** – Collating market information using various databases and other sources. Identify new investment trends and opportunities in domestic and international economy
- **Business analysis** – Product and technology analysis to create suitable investment thesis
- **Investment Collaterals** – Creating information memorandums, financial models and other investment collaterals
- **Investor Outreach** – Help in investor communications to successfully close transactions
- **Due Diligence** – Assist the companys in due diligence (financial, legal, technical etc)
- **Legal Documentation** – Help the clients in negotiating investment agreements such as term sheet and SHA
- Assisting in company's other operations

Skill & Experience:

- **Education:** MBA (in finance) or B.Tech / M.Tech
- Relevant experience is necessary. Candidates from back-offices & mid-offices are welcome
- Ability to understand business models, annual reports and willingness to work across sectors
- Proficiency in MS Excel (including advanced functions) and ability to turnaround well designed PowerPoint presentations
- Basic understanding of private market valuations
- Ability to turn around detailed financial models across sectors
- Ability to multi task and handle multiple stakeholders of the investment process
- Strong written and verbal communication skills
- **Entrepreneurial aptitude** – Proactive and self-motivated individual with good analytical skills and ability to multi task
- Ability to work in a fast-paced demanding environment with orientation to detail and obsession for quality
- Meeting regular deadlines while achieving overall team goals and objectives.

Interested candidates can mail their CVs to career@keyventure.in