

JOB DESCRIPTION OF BACK OFFICE ASSISTANCE

Objective:-

To ensure smooth and efficient operations by handling tasks such as data entry, record keeping, file management, and document processing.

Handle data entry, data analysis, data validation, and data maintenance tasks to support decision-making and operational processes.

Key Activities:-

- "1 Candidate will be responsible for handling back office operations.**
- 2 Candidate must be proficient in excel.**
- 3 Candidate must have an experience in client servicing.**
- 4 Candidate will have to interact with the company's empaneled vendors.**
- 5 Renewals servicing for existing clients.**
- 6 Maintaining Data records and management**
- 7 Resolving customers request, queries issues. Maintain MIS/EOD reports Acquiring business with existing new client."**

Skills Required(Job Specific):-

Education:-

High school diploma or equivalent

Experience:-

1 Year

Age:-

25-30 YEAR

Gender:-

MALE/FEMALE