



TECNIA INSTITUTE OF ADVANCED STUDIES

GRADE "A" INSTITUTE

Approved by AICTE, Ministry of Education, Govt. of India, Affiliated to G.G.S.I.P. University
Recognized Under Sec. 2(f) of UGC Act 1956.

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Ref. No: TIAS/TP/Campus/Notice/2024-25/42

Date: 16-09.2024

Notice

Dear All,

Job Description:

Designation: Back office

Freshers are welcome

Salary: 10000-15000/P.M.

Intro:

Sapient services diversified into other related complementary business activities namely valuation of tangible and intangible assets, techno-economic viability studies etc. The total business activities of M/s Sapient Services Pvt. Ltd. Were split into insurance related business and non- insurance i.e., Chartered Engineering Services, Valuation of tangible and intangible assets, third party quality inspection etc.

Responsibilities & duties:

- Review of documents.
- Coordinating with the client.
- Preparing draft assessment as per policy condition.
- Work with a team to maintain reports/working sheets using excel formulas.
- Report writing.

Qualifications & Skills:

- Bachelor's (Preferred)
- Good in Verbal & writing English.
- Excellent communication.
- Must have convincing ability.

Eligibility:

- Fresher.
- Residency within Delhi NCR.
- Immediate Joiner.

Benefits:

- Provident Fund
- ESI/ Medical Insurance
- Performance bonus
- Quarterly bonus

Website link: <https://sapientservices.com/>

Instagram Link: <https://www.instagram.com/sapientservices?igsh=eWh0d2h3YzN1aDZ6>

LinkedIn Link: <https://www.linkedin.com/company/sapient-services-pvt.->

[ltd./posts?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_view_base_recent_activity_content_view%3BkldCt038RFOLgRuGHoGihQ%3D%3D](#)

Facebook Link: <https://www.facebook.com/share/9EJEqHfM8355NK88/?mibextid=qi2Omg>

All the Best!!!

Thanks & Regards,

A handwritten signature in blue ink, appearing to be 'DN' or similar initials, written in a cursive style.

Dr. Nivedita

Head - Training and Placement Cell