

Company	Centrum Insurance Brokers Limited
Title	Assistant Manager - Insurance Operations
Relevant Experience (yrs)	4 years +
Educational qualification	Graduation (Full time)
Key Responsibility Areas (indicative)	Pre Sales: Quote generation of LI/MEDICLAIM /TRAVEL/ Motor for all CIBL verticals : Ensure holistic understanding of all aspects of the products so that quotes are correct and as per the client requirement Follow up and ensure documentation is completed for all the closed calls
	Records/Documents maintenance: Ensure all documents (client KYC /Proposal form/other relevant documents) are maintained systematically. All information of client to be correctly captured in Proposal forms
	Post sales servicing: Policies sold by CIBL (LI, GMC, MEDICLAIM, TRAVEL & OTHER POLICIES) should be serviced seamlessly. Online registration of ULIP clients: Min. 70% of all policies. Doing 5 client meeting in field to resolve client servicing issues and understand the client requirement
	Self-Development: Understand & learn advanced concept of LI/GI
Job location	Delhi - Vasant Vihar
Requisites	Positive attitude, willing to learn, decent mathematical and analytical skills
Email id	namrata.jashnani@centrum.co.in