

**RAMANUJAN COLLEGE**  
Accredited Grade 'A++ (3.71)' by NAAC  
(University of Delhi)  
C.R. Park Main Road, Block H,  
Kalkaji, New Delhi-110 019  
ISO 9001:2008 Certified Organisation



**रामानुजन महाविद्यालय**  
नैक द्वारा मान्यता प्राप्त ग्रेड ए++ (३.७१)  
(दिल्ली विश्वविद्यालय)  
सी आर पार्क, मुख्य सड़क, ब्लॉक एच,  
कालकाजी, नई दिल्ली- ११००१९  
आई एस ओ ९००१:२००८ प्रमाणित संगठन

**NOTICE**  
**PLACEMENT & CAREER DEVELOPMENT CELL**  
**Genpact**  
**Placement Notice**

**Date- 21<sup>st</sup> November 2023**

**Notice No: 231125**

**About the Company**

Genpact is a global professional services firm delivering the outcomes that transform our clients' businesses and shape their future. We're guided by our real-world experience redesigning and running thousands of processes for hundreds of global companies. Our clients – including many in the Global Fortune 500 – partner with us for our unique ability to combine deep industry and functional expertise, leading talent, and proven methodologies to drive collaborative innovation that turns insights into action and delivers outcomes at scale. We create lasting competitive advantages for our clients and their customers, running digitally enabled operations and applying our Data-Tech-AI services to design, build, and transform their businesses.

Website: <https://www.genpact.com/>

**Profile:**

1. PA/ Underwriting Support
2. PA/PD Insurance Claims Support

**Eligibility:** All courses | 2024 Batch

**CTC:** 3.5 LPA + Variable Pay

**Job Location:** Gurgaon /Noida

**Roles and responsibilities:**

1. PA/ Underwriting Support
    - Transaction processing for Underwriting Support Teams
    - Exposure to London Market i.e. Company (ILU & Lirma) and Lloyd's market is a must
- Responsible to comprehend, good customer service attitude to clearly articulate the resolution

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- Responsible to balance dynamic volumes of workloads and to reach targets and deadlines on a timely basis
- Knowledge of Insurance Contract of UK (Slip), it's sections and details such as written line, Sign Line etc.
- Exposure to Specialty lines is a must i.e. energy, Marine Hull, GA, K&R, Terrorism, Financial Professional etc.

### 2. PA/PD Insurance Claims Support

- Transaction processing for Claims Support Teams.
- Client interactions via trainings, conference calls, emails etc.
- Manage MIS activities and data collation
- Work towards driving process improvements and initiatives
- Experience in Claims Background preferably in Commercial Lines of business in the US/UK market. Knowledge of Insurance and Reinsurance domain along with Claims knowledge preferred
- Should know functioning of Broker and Underwriters

### Skills and Competencies required:

#### 1. PA/ Underwriting Support

- Should have wing to wing knowledge of the Underwriting lifecycle
- Demonstrate and cultivate customer focus, collaboration, accountability, initiative and innovation
- Proficient in English language- both written and oral
- Insurance domain awareness
- Good knowledge of MS Office
- Higher certifications preferred- LM1 & LM2

#### 2. PA/PD Insurance Claims Support

- Insurance domain certification will be an added advantage
- Claims processing knowledge with Insurance/ Reinsurance Domain awareness
- Good Communication Skills
- Good working knowledge of MS Office
- London Insurance market knowledge will be more preferable.

**Note:** Candidates should be comfortable with working in Night shifts.

Apply at: <https://forms.gle/Ph2e2UW4FudL9JtX6>

Last Date to Register: **23<sup>rd</sup> November 2023**

In case of any queries, please contact [Arunabh Jain](#) (Placement Co-Ordinator).

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**Note:** If you are applying for this Placement/Internship Drive, then it is compulsory for you to attend the interview session, if not then you will be **BLACKLISTED**, and won't be able to appear for any further Placement Drives. We at Placement and Career Development Cell work hard to invite companies at the campus to recruit students, but with this behaviour, companies deny to connect with us in further drives.

If your issue is genuine, mail us at [placement@ramanujan.du.ac.in](mailto:placement@ramanujan.du.ac.in) explaining why you didn't attend the session.

If your reason would be genuine your name will be withdrawn from the BLACKLIST.