

## Job Detail



### Dawood Family Takaful Ltd.

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Position

## Branch Officer – Multan Branch

Industry:

Insurance

Category:

Clerical/Admin

Total Position:

1

Job Type:

Permanent ( first shift )

Job Location:

Multan

Gender:

Male

Age:

20 - 30 Years

Minimum Education

Bachelor's Degree

Degree Title:

Bachelors in Commerce

Career Level:

Experienced (Non-Manager)

Minimum Experience:

2 Years

Salary Range:

PKR. 10,000 to 30,000/month

Apply By:

Mar 31, 2010

Posted:

Mar 1, 2010

### Job Description:

1. Responsible for General Administration of the Branch
  2. Responsible for Primary Underwriting of New Proposal Forms.
  3. Issuance and record keeping of Proposal Forms
  4. Responsible for Financial Reporting of the branch
  5. Management and reporting of Attendance of branch
  6. Responsible for proper management of all Security Stationary
  7. Responsible for provision of Business updates
  8. Scrutiny of Sales Commissions & Awards before distribution & its record keeping.
  9. Responsible for handling complaints of both Customers and Field force
  10. Responsible for coordinating with all functions to facilitate the field force issues.
  11. Responsible for managing Emails and files
  12. Responsible for controlling Incoming and outgoing Mails
  13. Responsible of control and registered the Stationary
  14. Responsible of working on Reporting Software .
  15. Responsible for provision of services to Customers n Sales Force
  16. Carry out activities which support in business promotion.
  17. Responsible for control and registered the Petty Cash expenses
  18. Responsible for managing and recording of Utility bills ( Phone, Electric & Etc)
- Any other task assigned by the management of DFTL

### Skills Required:

Excellent Command over Computers - Specially in MS Office Operations  
Must have sound accounting background/knowledge.  
Must have clear concepts on Islamic Insurance/Takaful Products/business  
Strong skills of managing administrative task at a branch level.

## Job Detail



### Dawood Family Takaful Ltd.

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Position

## Branch Officer – Peshawar Branch

Industry: Insurance  
Category: Clerical/Admin  
Total Position: 1  
Job Type: Permanent ( first shift )  
Job Location: Peshawar  
Gender: Male  
Age: 20 - 30 Years  
Minimum Education: Bachelor's Degree  
Degree Title: Bachelors in Commerce  
Career Level: Experienced (Non-Manager)  
Minimum Experience: 2 Years  
Salary Range: PKR. 10,000 to 30,000/month  
Apply By: Mar 31, 2010  
Posted: Mar 1, 2010

### Job Description:

1. Responsible for General Administration of the Branch
  2. Responsible for Primary Underwriting of New Proposal Forms.
  3. Issuance and record keeping of Proposal Forms
  4. Responsible for Financial Reporting of the branch
  5. Management and reporting of Attendance of branch
  6. Responsible for proper management of all Security Stationary
  7. Responsible for provision of Business updates
  8. Scrutiny of Sales Commissions & Awards before distribution & its record keeping.
  9. Responsible for handling complaints of both Customers and Field force
  10. Responsible for coordinating with all functions to facilitate the field force issues.
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  13. Responsible of control and registered the Stationary
  14. Responsible of working on Reporting Software .
  15. Responsible for provision of services to Customers n Sales Force
  16. Carry out activities which support in business promotion.
  17. Responsible for control and registered the Petty Cash expenses
  18. Responsible for managing and recording of Utility bills ( Phone, Electric & Etc)
- Any other task assigned by the management of DFTL

### Skills Required:

Excellent Command over Computers - Specially in MS Office Operations  
Must have sound accounting background/knowledge.  
Must have clear concepts on Islamic Insurance/Takaful Products/business  
Strong skills of managing administrative task at a branch level.