

Position: IT Support Engineer**Requirements**

Education: BSc in CSE/EEE/IT/ETE

Experience

- 3 to 4 years' experience in IT
- Minimum 1 year working experience in non-life insurance's IT

Additional Requirements

- Age 25 to 32 years
- CCNA/MCSE/ CompTIA Certification is highly preferable.
- Any kind of database knowledge will be added advantage.
- Knowledge of non-life insurance business process.
- Knowledge of LAN/WAN, TCP/IP, VPN, Network & Systems.
- Basic knowledge of Active Directory.
- Quick learner, punctual and professional approach.
- Good human behaviors and communication skills

Skills & Expertise

User support, Insurance Industry

Responsibilities

- All kind of user support regarding LAN, software, hardware, Internet, Data and IP Telephone.
- Provide technical support regarding Access Control Device, CCTV, Attendance Register, Video conference, Office 365, Microsoft Teams, SharePoint, Network storage.
- Insurance software, cover-note, policy, IDRA-UMP web portal support.
- Domain user creation, assign group, join user computer to domain.
- IT Asset delivery and keep record in inventory.
- Vendor communication
- Daily Data backup
- And perform others day to day activities given by IT Department.

Salary

Negotiable

Benefits

As per company's HR policy

Apply

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