

3. Senior Analyst - Client Service & Operations

@ Arc Attest Pvt Ltd [<https://www.arcattest.com>]

Employment Type: Full-time

Apply within: 30 days

Salary: As per industry standards/ up to 3 lacs P.A.

Location: CG Road, Ahmedabad

Overview

The analyst will be responsible for conducting verifications as per client requirements. The analyst will be involved in conducting verifications of stated credentials shared by clients & share the final verification report with them with no compromise on the quality within the turn-around time agreed as per SLAs & manage the relationship with the clients to its core satisfaction.

Roles & Responsibilities

- Review the consent, documents & data submitted by the client.
- Initiate the checks for the cases received & conduct primary verification of specified antecedents.
- Raise & resolve insufficiencies & discrepancies to the client / employee / vendor as required.
- Prepare & share final reports & ensure the adherence of the TAT.
- Maintain the quality of the reports & consistently deliver quality services to the client.
- Maintain healthy client relationships & ensure client satisfaction to its core.
- Responsible for coordination for invoice & payment management.
- Get the client feedback at regular intervals & take corrective actions towards being better than before.
- Share the progress reports & expected outcomes with the respective authorities.

Requirements

The Successful Applicant

- Demonstrates a high level of integrity, values, principles & work ethics.
- Possess high level of commitment & the ability to work autonomously.
- Proven track record of achieving goals.
- Skilled at leveraging resources & relationship building.
- Possess the ability to work under stringent deadlines & challenging client conditions.
- Possess good data analytical skills, problem solving skills & adaptability.
- Well-developed interpersonal skills, with an ability to work well in a team environment.

How to Apply

Apply _____ at _____ :

<https://careers.arcattest.com/jobs/bgv/42431000000935152/Senior-Analyst?source=GUSE>
[C](#)

4. Analyst - Client Service & Operations

@ Arc Attest Pvt Ltd [<https://www.arcattest.com>]

Employment Type: Full-time

Apply within: 30 days

Salary: Up to 2.5 lacs P.A.

Location: CG Road, Ahmedabad

Overview

The analyst will be responsible for conducting verifications as per client requirements. The analyst will be involved in conducting verifications of stated credentials shared by clients & share the final verification report with them with no compromise on the quality within the turn-around time agreed as per SLAs & manage the relationship with the clients to its core satisfaction.

Requirements

The Successful Applicant

- Demonstrates a high level of integrity, values, principles & work ethics.
- Possess high level of commitment & the ability to work autonomously.
- Proven track record of achieving goals.
- Skilled at leveraging resources & relationship building.
- Possess the ability to work under stringent deadlines & challenging client conditions.
- Possess good data analytical skills, problem solving skills & adaptability.
- Well-developed interpersonal skills, with an ability to work well in a team environment.

How to Apply

Apply

at

:

<https://careers.arcattest.com/jobs/bgv/42431000000935152/Senior-Analyst?source=GUSE>
[C](#)