

Back – Office Support

Document Management

- Calendar management
- Meeting scheduling
- Email & correspondence handling
- Travel coordination
- Expense Reporting
- Meeting minutes & record-keeping

Underwriting Assistance

- Risk assessment data processing
- System Documentation
- Compliance paperwork
- Manual underwriting review
- Policy Servicing
- Data Migration

Visit our website for more information or to schedule a conversation.

www.boost-usa.com 



Data Management & CRM

- Accurate data entry
- Database maintenance
- Real-time CRM updates
- Data cleansing & deduplication
- Custom reporting & analytics

**SCAN
ME!**

