

DIRECTORATE OF PLACEMENT SERVICES
OSMANIA UNIVERSITY
NOTICE

**Openings for B.Com/ B.Tech/ BCA and any Graduate (Final year /
passed out) at Genpact**

LAST DATE FOR REGISTRATION IS APRIL 22, 2019

About Genpact:

- Presence in 18 countries, with 70 delivery centers.
- 68000+ employees and Growing with Robust supply chain of talent
- 800+ Clients with 4700+ Processes
- Education @ Work – Management courses from IIM, XLRI, IMT etc. Finance courses like CFA, CPA, Management Accounting etc. Insurance, software, analytics etc.
- Various online trainings from Harvard Business Publishing.

Position offered: Process Associate

Profile Offered (Eligible Streams)
• Finance & Accounting (B.Com/ B.Com+ MBA only)
• Banking Financial Services and Insurance (Any graduate- Except Technical Graduates)
• Voice (Customer Services/ Collections/Tech Sales) (Any graduate including Technical Graduate)

Finance & Accounting (B.Com/ B.Com+ MBA only)

Requirements:

- Should have strong accounting knowledge.
- Able to explain theoretical concepts & accounting principles.
- Should have proficient communication skills
- Open for 24*7 working Environment

Banking, Financial Services and Insurance (Any graduate except Tech graduate)

Requirements:

- Should have Knowledge of Banking, Financial Services and Insurance.
- Data Analysis, Interpretation, Data Review.
- Investigate and make decision.
- Good Analytical skills
- Basic computer skills
- Excel Skills – Basic
- Typing speed – 25 - 30 WPM with 90% accuracy.
- Proficient written English skills (Good grammar and vocabulary)
- Good Communication Skills

Voice (Customer Services/ Collections) (B.Tech/BCA and Any graduate)

Requirements:

- Should possess basic Technical Support/ Network Troubleshooting.
- Should be Comfortable with Customer Service/ Customer Support.
- Should have excellent communication skills on spoken English (Grammar/Pronunciation)
- Open for 24*7 working Environment

Life Sciences Profile

Key Skills

- Basic knowledge of medical terminology, clinical diagnoses, impairments & treatments
- Good communication skills (Written & verbal)

Key Responsibilities

- Claims Processing & Adjudication basis the hospital invoice received and payer specific policies and guidelines
- Analyze the insurance Policy document and make decision on claims eligibility.
- Call Hospital provider and have conversation around the impairment, procedure & diagnosis codes.
- Working in Healthcare process wherein assess claims for Client products.
- Work on the commission reports sent by the client.

Salary package

Compensation totally depends on the profile. However the minimum salary offered is 10K in hand + incentives + insurance + other benefits PM.

Place of Job : HYD-(Uppal / Pocharam / Hafeezpet / Hi-Tech city)

Training period : Depends on the profile, but typically training is for 6-8 weeks for most of the profiles. Post successful completion of training, the candidate should be comfortable with signing service agreement for an year.

Bond : There is no bond, however, any employee travelling on foreign assignment needs to sign a bond for 2 years as it involves investment from company.

The hiring process:

- I. The candidate has to register on the links given below:
<https://genpact.avature.net/campuscommunity> : If your college name is not found in the list... Please select Option 'Other' and give the college name
<https://docs.google.com/forms/d/1DpaCkqR9m46dS9TDeVdJQh7xeXKpEOGX3mkmryNagy/edit>

II. There shall be four rounds of selection:

Round 1: GD

Round 2: Automated voice test

Round 3: : iSpeak round (Voice and Accent) 10 Minutes

Round 4 : Operations round of interview 15 Minutes

Candidates clearing above mentioned will be given conditional offer letter and can join after completion of course subject to clearance of managerial/business line round at the time of joining

Candidates must possess valid Aadhar Card and PAN Card at the time of joining.