

## JOB DESCRIPTION FOR GENPACT POOL CAMPUS PLACEMENT DRIVE

### Profile Offered (Eligible Streams)

- Voice (Any Technical Graduate) (Salary- 1.8 Lacs- 2.4 Lacs)
- Banking Financial Services and Insurance (Any graduate- Except Technical Graduate) (Stipend- Rs 11200- Rs 12100)
- Finance & Accounting (B.Com/ B.Com+ MBA only ( Stipend – Rs 12500)
- Healthcare Process (B.Sc. (Life Science) ( Stipend- Rs 11200)

### JOB RESPONSIBILITIES

#### Voice (B.Tech/BCA)

- 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.

#### Finance & Accounting (B.Com only)

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

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

- Should have Knowledge of Banking, Financial Services and Insurance.
- Data Analysis, Interpretation, Data Review.
- Investigate and make a decision.
- Good Analytical skills
- Basic computer skills

## **JOB DESCRIPTION FOR GENPACT POOL CAMPUS PLACEMENT DRIVE**

- Excel Skills – Basic
- Typing speed – 25 - 30 WPM with 90% accuracy.
- Proficient written English skills (Good grammar and vocabulary)
- Good Communication Skills

### **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 decisions 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.

## **STEPS TO BE FOLLOWED FOR REGISTRATION**

All applicants should get themselves registered on link <http://shorturl.at/ahinX>

**All interested students can directly report to the venue (Gateway Institute of Engineering & Technology, Sector-11, Sonipat) @ 9 am in formals with Resume and required Testimonials.**

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## FAQ's

### About Genpact:

- Presence in 25 countries, with 70 delivery centers.
- 90,0000+ employees and Growing with Robust supply chain of talent
- 700+ Clients with 4700+ Processes
- Education @ Work – Management courses from IIM, XLRI, IMT etc. Finance courses like CFA, CPA and Management Accounting etc. Insurance, software, analytics etc.
- Various online trainings from Harvard Business Publishing.
- Competitive compensation

You can visit [www.genpact.com](http://www.genpact.com) for further information.

- Eligibility – Graduate(Final year students)
- Position offered – Process Associate
- 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 a 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 activity will start at 10:30 AM and will include the mentioned rounds to complete the hiring procedure

**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.**

**Please Note: Objective of this Institute Placement is to provide job opportunities in various cities/ states of India.**