



PATNA UNIVERSITY
University Placement Cell


PLACEMENT DRIVE OF

Cognizant technology Solutions Pvt. Ltd

(For immediate circulation please)

Last day to apply -24th March 2021.

COMPANY CAMPUS DRIVE DETAIL:	
Name of Organization	Cognizant Technology Solutions Pvt. Ltd
Date & Time	Telephonic Interview - April Online Interview -April
Venue	Online
Interview Mode	Telephonic and Online Interview
Job Description	Process Executive
Job Responsibilities	<ul style="list-style-type: none"> • 100% adherence to the legal guidelines as per the business framework • Process pre-defined number of transactions as assigned. • Meet process SLAs / metrics – productivity and quality targets within the established timelines. • Ensure process guidelines are followed and met as documented. • Adhere to shift handover processes. • Raise process related issues / concerns on time with process and team leads. • Stay updated with the process knowledge / changes - refer to knowledge updates/ repositories to effectively process transactions. • Adhere to security practices set by organization. • Provide updates and submit reports related to own area of work. • Perform re-work on policies which were not processed First Time Right • Capture pre-defined policies/amendments in the client system during a business day. • Record the output in the system provided by Cognizant. • Highlight process related issues / concerns pro-actively with SME/TLs. • Refer to knowledge updates/ repositories to effectively process transactions. • Complete all mandatory certifications as per the requirement of the business.

Technical Skills, Experience and Qualification Soft Skills and Abilities Preferred	<ul style="list-style-type: none"> • Good Interpersonal skills & communication level • Basic Level knowledge of Microsoft Office applications like, Word, Excel, PowerPoint etc. • Contribute to and participate in knowledge sharing sessions. • Align individual goals with team objectives (work cohesively with the team) • Participate and contribute to organizational activities. • Record own attendance and time sheet related data to ensure correct billing. • Conduct refresher training. • Flexibility of working in shift. • Collate team performance data for reporting purposes as and when requested by the Process and Team Lead. • Advance Level knowledge of Microsoft Office applications like, Word, Excel, PowerPoint etc. 	
Designation	Process Executive	
Salary Package	1.65 Lacs – 1.7 Lacs	
Location	Pune, Mumbai, NCR, Hyderabad	
Selection Process	1. Telephonic Interview- 2. Online Interview	
Joining Date/Month	Will be disclosed while interview	
Qualification Criteria	Any Full time/part time Graduation/ MBA (Pass-outs and Waiting for result)	
HOW TO REGISTER:		
Registration Process		Interested candidates are required to register at the following link: https://forms.gle/GnjciYXufka3AJi8
Documents Required	<ul style="list-style-type: none"> • Entry only for those students who register for the drive till 24th March 2021. • A valid University/College Identity card or any ID proof (Aadhar Card/Pan Card/DL) is a must for entry. 	

Last date for online application: 24th March 2021 (6 P.M)

For Inquiry: 7080997814

Chakraborty
23/11/2021
Dr.Ashim Lal Chakraborty
Professor In-Charge
Training, Counselling & Placement Cell