

**GOVT. OF WEST BENGAL
GOENKACOLLEGE OF COMMERCE & BUSINESS ADMINISTRATION
210, B.B. GANGULY STREET, KOLKATA-700 012**

O. C. No. 143

Date: 23.09.2021

All the students who have appeared in the B.Com 6th Semester Examination 2021 and who have no standing arrears in any previous semester are hereby informed that **Genpact** is conducting a placement drive for the position of **Management Trainee (MT)**.

Please find the all relevant information below for your reference.

The willing candidates can express interest by providing their details in **BOTH** the below mentioned links at the earliest:

Links:

- i) <https://forms.gle/JtjYXxBgphaGq3yW8>

- ii) https://genpact.taleo.net/careersection/sgv_external_career_section/jobdetail.ftl?job=CPG026666&tz=GMT-05%3A00&tzname=America%2FChicago&src=DS-11025



Principal
GCCBA



Coordinator
Placement Cell

Company name: Genpact

Job Title: Management Trainee(MT)

Job Description:

Inviting Applications For The Role Of MT, Collections

Genpact is Looking For A Collections Representative Who Would Be Responsible For Managing All Collection And Dispute Resolution Activities In Accounts Receivable And Related Settlement Processes.

Qualification:

Education Level:- Bachelor's / Graduation / Equivalent; Drive Experience - **Freshers Eligible (2021 Batch).**

Minimum qualifications:-

B.Com Graduation

Relevant Work Experience

Preferred qualifications:-

Good Communication Skills

Ability to Learn ERP Systems

Good Analytical and Problem-Solving Skills

Excellent MS Office Skills Including MS Excel

Good Conceptual Knowledge and Experience in Tax Activities Preferred

Location: Noida, India

Responsibilities:

In This Role, You Will Be Responsible For All The Activities Related To Order To Cash Domain.

This Includes The Collection Of Invoices And The Management Of All Related Processes Dispute Identification And Resolution, Account Reconciliation, Credit Balance Disposition, And Unclaimed Property Administration.

The Debt Collector Will Effectively Communicate And Support The Collection Goals, While Providing Quality Customer Service As Well As Actively Pursue Knowledge Of Skills And Tools To Be Used In All Collection Efforts.

Follow-Up With Various Departments To Get Supporting Documents/ Info For Dispute/Deductions Resolution

Ability To Handle, Trouble Shoot, And Resolve Recurring Or Occasional Bottlenecks

Effectively Communicate And Support The Collection Goals, While Providing Quality Customer Service As Well As Actively Pursue Knowledge Of Skills And Tools To Be Used In All Collection Efforts.

Receive Notification For Reimbursement And Perform Acceptability Analysis Within Threshold.

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