

	PROFORMA NR.:	TPO20110829009
1	Requirement Received Date:	29-08-2011
2	Requirement Received By:	Mahtab Singaporewalla(9823120771)(Head TPO)
3	Mode of Receiving:	
	a - Personal Contact	-
	b - Phone	Yes
	c - Email	Yes
	d - Media (TV, Radio, Newspaper, Website, Job Portal, etc.)	-
	e - Post	-
	f - Job Fair	-
	g - Others	-
4	Received at Location/Office:	TPO Office
5	TPO Contact Point:	Mahtab Singaporewalla(9823120771)(Head TPO)
6	Received From:	
	a - Company/Institute	Cognizant BPO
	b - Recruitment Agency	-
	c - Campus	-
	d - Student	-
7	Received From Contact Details:	Suma
8	Job Opening at Company/Institute Name:	Cognizant BPO
9	Company Profile:	
10	Campus Institutes/Personnel to be contacted for this Role:	Soumya Shetty(9049235841)(HR TPO)
11	Job Role:	Process Executive
12	Job Domain:	Financial Reporting
13	Temporary/Permanent/Project Basis/Internship/etc.:	Permanent
14	Nr. of Vacancies:	Not Specified
15	Reporting To:	TBA
16	Role/Profile Details:	The primary responsibility is the production of the financial statements for these companies and the monthly close process for them within the Group closing process
17	Job Location:	Pune
18	Placement Structure:	
	a - On Contract	-

	b	- On Company Role	Yes
	c	- On Company's Partner's Role	-
	d	- Freelance	-
19		Required Educational Qualifications:	MBA (Finance)
20		Required Professional Qualifications:	-
21		Any Technical Certifications:	-
22		Any Language Requirements:	-
23		Any Gender Requirements:	-
24		Any Other Special/Preferred Requirements:	The candidate would be expected to have either a 1) Accounting & analytical background or 2) Basic Accounting skills pertaining to P&L,Balance sheet, Financial Close Business Process Analysis
25		Any Age Range/Limit:	-
26		On-the-job Travel? (Y/N):	-
	a	If "Y", Nr. of Days Per Month	-
27		Salary Range:	
28		Incentive/Perk Details:	
29		Deadline Date for CV Dispersal:	30-08-2011
30		Candidate Selection Mode/Procedure:	
	a	- Outright (Y/N)	Yes
	b	- On Recommendation (Y/N)	-
	c	- Aptitude Test (Y/N)	-
	d	- Technical Test (Y/N)	-
	e	- Entrance Test (Y/N)	Yes
	f	- Group Discussion (Y/N)	-
	g	- Presentation (Y/N)	-
	h	- Personal Interview (Y/N)	Yes
	i	- Telephonic Interview (Y/N)	-
	j	- Video Conferencing (Y/N)	-
31		Any Special Points for Selection Procedure:	
32		Selection Date:	02-09-2011
33		Selection Time:	11am
34		Venue Details of Selection Procedure:	Pune
35		Contact Details of Selection-in-Charge:	Suma
36		Any Special Requirements for Selection Venue:	-

37	Tentative Targetted Joining Date:	DD-MM-YYYY
38	Placement Closure Date:	30-08-2011