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## Operations Professional Jobs In Cognizant – Job Card – Job Vacancy For Cognizant

**Hiring organization**  
Cognizant

### Job Location

India  
Remote work from: IND

**Date posted**  
January 29, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 14 - USD 24

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### Operations Professional Jobs In Cognizant

We're looking for enthusiastic and detail-oriented individuals to join our growing team of Operations Professionals. In this role, you'll be responsible for various tasks that support the smooth functioning of client projects. You'll be a key link between our client teams and internal departments, ensuring timely delivery and high-quality execution.

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Cognizant Jobs Near Me

### Responsibilities:

- **Operational Support:**
  - Manage project documentation and maintain accurate records.
  - Coordinate with internal teams to resolve operational issues and escalate as needed.
  - Monitor project timelines and milestones, communicating updates to stakeholders.
- **Data Management:**
  - Enter and maintain data in assigned systems, ensuring accuracy and completeness.
  - Generate reports and analyze data to identify trends and opportunities for improvement.
  - Prepare presentations and documents for internal and client

communication.

• **Administrative Tasks:**

- Manage calendars and schedules for team members.
- Process invoices and handle expense reports.
- Provide administrative support to the team as required.

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**Cognizant Careers**

**Skills:**

- Excellent communication and interpersonal skills, both written and verbal.
- Strong analytical and problem-solving skills.
- Ability to prioritize and manage multiple tasks simultaneously.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Detail-oriented and highly organized.
- Ability to work independently and as part of a team.

**Tags:** cognizant recruitment, cognizant jobs, cognizant Job Vacancy, cognizant work from home, cognizant Jobs For Freshers, cognizant hiring 2024, cognizant data entry jobs, cognizant careers, cognizant recruitment, vacancy job alert, Jobs Near Me, All Jobs For You, Latest Job

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