**To be signed by India HR and issued when India evidences are not being provided**

**On respective G entity outside US Letterhead**

**TO WHOSOEVER IT MAY BE CONCERNED**

Date:

Dear Sir/Madam,

This is to inform that Mahmood Khan (OHR: 703188067) has been employed with Genpact India Pvt Ltd since Oct 18th 2016. Prior transfer to Genpact LLC, he was working as a “Assistant Vice President” (Oct 2016 till Feb 2020) in a managerial role capacity where he had performed following duties

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Duties** | **Additional Details Regarding Job Duties** | **Specify Job duty as (Managerial / Non-Managerial)** | **% of time spent on job duty (approximate)** |
| Client relationship | Outline the scope of project, agreement on timelines and deliverables | Non-Managerial | 30% |
| Project Governance | Steerco meetings, reporting, define and enforce escalation matrix | Managerial | 35% |
| RPA Delivery | Ensure smooth and timely delivery of automations as agreed in the SOW | Managerial | 35% |

During this period, he was leading the team for follow subordinates:

First Line Reports:

|  |  |  |  |
| --- | --- | --- | --- |
| **OHRID** | **Name** | **Employee Status** | **Designation** |
| 703212186 | Mohammad Kashif Jamal | Active | Sr. Manager |
| 703211404 | Vishwas Mathur | Active | Sr. Manager |
| 703215829 | Durgesh Rana | Inactive | Manager |
| 703212545 | Ghanshyam Gaur | Inactive | Manager |
| 703225161 | Shekhar Poniya | Inactive | Assistant Manager |
| 703148024 | Shiva Rungta | Inactive | Assistant Manager |

Second Line Reports:

|  |  |  |  |
| --- | --- | --- | --- |
| **OHRID** | **Name** |  | **Designation** |
| 703225904 | Sharma, Raman Kumar | Active | Manager |
| 703217935 | Kumar, Atul | Inactive | Assistant Manager |
| 703217037 | Singh, Amit Kumar | Active | Manager |
| 703214273 | Bahadur, Tej | Active | Manager |
| 703215657 | Anand, Shivam | Inactive | Assistant Manager |
| 703214022 | Jajware, Niraj Kumar | Inactive | Management Trainee |
| 703220444 | Gupta, Bhupesh | Active | Assistant Manager |

Further any information required, we will be happy to assist. Thank you for your assistance and attention to this matter.

Thanking you

Designation– Human Resources

Email:

Ph: