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HDFC Bank All Jobs For You - Jobs For Freshers/Accounting Assistant Posts

Hiring organization
HDFC Bank

Job Location

India
Remote work from: IND

Date posted
March 7, 2024

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Valid through
31.08.2024

Base Salary

USD 14 - USD 26

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank All Jobs For You

HDFC Bank is seeking a passionate and detail-oriented Accounting Assistant to join our growing team. In this role, you will play a vital role in supporting the bank's financial operations by ensuring accurate and timely accounting processes.

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HDFC Bank Jobs Near Me

Responsibilities:

- Assist with daily accounting tasks, including data entry, account reconciliation, and processing financial transactions.
- Prepare and maintain accounting records such as general ledgers, accounts payable and receivable, and fixed asset registers.
- Analyze financial data to identify discrepancies and ensure data integrity.

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HDFC Bank Careers

Skills:

- Strong analytical and problem-solving skills with a keen eye for detail.
- Proficiency in MS Office Suite (Excel, Word) and accounting software (experience with a specific accounting software is a plus).
- Excellent communication and interpersonal skills with the ability to work effectively in a team environment.

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