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HDFC Bank Careers 2023 – Freshers Jobs – Auditing Clerk Jobs

Hiring organization
HDFC Bank

Job Location

India
Remote work from: IND

Date posted
August 25, 2023

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Valid through
31.12.2023

Base Salary

USD 22,000 - USD 26,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

The Auditing Clerk is responsible for providing administrative support to the Internal Audit team.

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Responsibilities:

- Preparing audit schedules and reports: The Auditing Clerk will be responsible for creating and maintaining audit schedules, as well as preparing and formatting audit reports.
- Gathering and organizing audit evidence: The Auditing Clerk will be responsible for collecting and organizing all of the evidence needed to support the findings of the audit.
- Assisting with the preparation of audit presentations: The Auditing Clerk will be responsible for assisting the audit team in preparing presentations for management and other stakeholders.

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HDFC Bank Careers

Requirements:

- Strong organizational and time management skills: The Auditing Clerk will need to be able to manage their time effectively and stay organized in order to meet deadlines.
- Excellent attention to detail: The Auditing Clerk will be responsible for handling sensitive financial information, so it is essential that they have excellent attention to detail.
- Proficient in Microsoft Office Suite: The Auditing Clerk will need to be proficient in Microsoft Office Suite, particularly Excel and PowerPoint.

Important Links

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