

HDFC Bank Careers 2023 – Freshers Jobs – Auditing Clerk Post

Hiring organization
HDFC Bank

Job Location

India
Remote work from: IND

Date posted
August 1, 2023

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Valid through
31.12.2023

Base Salary

USD 19,000 - USD 24,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

HDFC Bank is looking for an Auditing Clerk to join our team. The ideal candidate will be responsible for providing administrative support to the auditing team. The Auditing Clerk will also be responsible for conducting basic auditing tasks, such as reviewing documents and preparing reports.

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HDFC Bank Jobs Near Me

Responsibilities:

- Provide administrative support to the auditing team, such as scheduling meetings, preparing presentations, and managing files.
- Conduct basic auditing tasks, such as reviewing documents, preparing reports, and following up on audit findings.
- Assist with the preparation of audit plans and schedules.
- Maintain audit files and records.
- Other duties as assigned.

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HDFC Bank Careers

Requirements:

- Excellent organizational and time management skills.
- Strong attention to detail.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite.

Important Links **Find the Link in [Apply Now](#) Button**

Basic knowledge of auditing principles and procedures.

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