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HDFC Bank Careers 2023 – HDFC Bank Jobs – Bookkeeper Post

Hiring organization
HDFC Bank

Job Location

India
Remote work from: IND

Date posted
August 10, 2023

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Valid through
31.12.2023

Base Salary

USD 22,000 - USD 28,000

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Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

The Bookkeeper position is responsible for maintaining HDFC Bank's financial records. This includes a variety of tasks, such as recording transactions, reconciling accounts, and preparing reports. The ideal candidate will be a highly organized and detail-oriented individual with strong accounting skills.

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Responsibilities:

- Record transactions
- Reconcile accounts
- Prepare reports
- Maintain financial records
- Stay up-to-date on accounting regulations

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HDFC Bank Careers

Requirements:

- Strong accounting skills
- Excellent organizational and time management skills

- Ability to work independently and as part of a team

Proficient in Microsoft Office Suite

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