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HDFC Bank Fast Job Search – Bank Job Search / Customer Service Executive Posts

Hiring organization
HDFC Bank

Job Location

India
Remote work from: IND

Date posted
January 26, 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 Fast Job Search

As a Customer Service Executive at HDFC Bank, you will be responsible for handling customer queries, resolving complaints, and providing information about our products and services.

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HDFC Bank Jobs Near Me

Responsibilities:

- **Customer Service:** Handle customer inquiries and complaints via phone, email, or face-to-face.
- **Problem Solving:** Resolve product or service problems by clarifying the customer's complaint, determining the cause of the problem, selecting and explaining the best solution, and following up to ensure resolution.
- **Product Knowledge:** Maintain and update knowledge of our products and services.
- **Record Keeping:** Keep records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken.

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HDFC Bank Careers

Skills:

- **Communication Skills:** Excellent communication and interpersonal skills.
- **Listening Skills:** Good listening and problem-solving skills.
- **Computer Skills:** Basic computer knowledge and familiarity with banking software.
- **Customer Service:** Ability to handle stressful situations and remain patient and courteous.

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