



<https://jobfever.govhelp.in/job/hdfc-bank-fast-job-search-freshers-job-payroll-clerk-posts/>

HDFC Bank Fast Job Search – Freshers Job/Payroll Clerk Posts

Job Location

India
Remote work from: IND

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Base Salary

USD 14 - USD 26

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Fast Job Search

HDFC Bank is a leading private sector bank in India, known for its strong focus on technology and innovation. We offer a diverse range of banking and financial services to over 68 million customers across India. Our commitment to excellence and growth paves the way for exciting career opportunities for talented individuals like you.

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HDFC Bank Jobs Near Me

Responsibilities:

- Accurately processing payroll data for all employees, including salary calculations, deductions, and reimbursements.
- Maintaining employee payroll records and ensuring their compliance with relevant regulations and policies.
- Preparing and issuing timely payments through bank transfers or salary disbursements.
- Reconciling payroll accounts and resolving any discrepancies.
- Communicating effectively with employees regarding payroll-related queries and concerns.
- Assisting with other administrative tasks related to payroll, as assigned.

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Hiring organization

HDFC Bank

Date posted

January 26, 2024

Valid through

31.08.2024

APPLY NOW

HDFC Bank Careers

Skills:

- Strong attention to detail and accuracy.
- Excellent numerical and analytical skills.
- Proficient in MS Office Suite, with a focus on Excel and data manipulation.
- Ability to work independently and as part of a team.
- Excellent communication and interpersonal skills.
- Strong problem-solving and analytical skills.

Important Links

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

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