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

Hiring organization
HDFC Bank

Job Location

India
Remote work from: IND

Date posted
January 23, 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

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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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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