

HDFC Bank Recruitment 2023 – Bank Jobs – Cashier Posts

Hiring organization
HDFC Bank

Job Location

India
Remote work from: India

Date posted
May 20, 2023

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Valid through
31.12.2023

Base Salary

USD 22,000 - USD 26,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

As a Cashier at HDFC Bank, you will be responsible for handling various financial transactions and providing excellent customer service to our valued customers. Your attention to detail, mathematical aptitude, and friendly demeanor will contribute to maintaining accurate records and ensuring a seamless banking experience.

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HDFC Bank Jobs Near Me

Responsibilities:

- 1. Cash Handling:** Receive and disburse cash accurately and efficiently. Process customer transactions, including deposits, withdrawals, transfers, and bill payments. Ensure adherence to banking policies and procedures to maintain the security and integrity of cash transactions.
- 2. Customer Service:** Provide prompt and courteous assistance to customers at the cash counter. Address customer inquiries, resolve complaints, and provide accurate information regarding banking products, services, and procedures. Offer personalized service and maintain a professional and friendly demeanor at all times.
- 3. Recordkeeping and Reporting:** Maintain accurate records of cash transactions and balances. Reconcile cash drawers and prepare daily reports. Collaborate with the back-office team to ensure accurate recording of transactions and resolve any discrepancies. Adhere to regulatory and compliance requirements.

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HDFC Bank Careers

Requirements:

1. Attention to Detail: Possess strong attention to detail to accurately handle and count cash transactions. Ability to spot errors or discrepancies and take corrective action. Maintain a high level of accuracy in recording financial information.
2. Customer Focus: Show a genuine passion for providing excellent customer service. Ability to communicate effectively with customers, understand their needs, and provide appropriate solutions. Demonstrate patience, empathy, and a friendly attitude while serving customers.
3. Numerical Proficiency: Possess strong mathematical skills to accurately perform calculations and reconcile cash transactions. Ability to handle and count cash efficiently. Familiarity with banking instruments, such as checks and currency, is advantageous.

Important Links

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

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