

HDFC Bank Careers 2023 – Bank Jobs – Clerk Posts

Job Location

India
Remote work from: India

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Base Salary

USD 15,000 - USD 18,000

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

HDFC Bank, one of India's leading private sector banks, is seeking dedicated and customer-oriented individuals to join our team as Clerks. As a Clerk, you will be responsible for providing excellent customer service, handling various banking transactions, and ensuring accurate record-keeping. This position offers an exciting opportunity for freshers to embark on a promising career in the banking industry.

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HDFC Bank Jobs Near Me

Responsibilities:

1. Customer Service: Interact with customers in a courteous and professional manner, addressing their queries and providing assistance with banking services. Ensure a high level of customer satisfaction by delivering prompt and accurate responses.
2. Transaction Processing: Perform banking transactions such as deposits, withdrawals, fund transfers, and cheque clearances accurately and efficiently. Adhere to the bank's policies and procedures to maintain the security and integrity of transactions.
3. Record Keeping: Maintain accurate records of customer interactions, transactions, and account information. Update customer details and account records promptly to ensure data accuracy. Assist in managing and organizing branch documentation.

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HDFC Bank Careers

Hiring organization

HDFC Bank

Date posted

May 15, 2023

Valid through

31.12.2023

APPLY NOW

Requirements:

1. **Communication Skills:** Possess excellent verbal and written communication skills to effectively interact with customers and colleagues. Ability to convey information clearly, listen attentively, and provide appropriate solutions.
2. **Attention to Detail:** Demonstrate strong attention to detail to ensure accurate and error-free transaction processing. Ability to verify and validate information meticulously.
3. **Computer Proficiency:** Have a basic understanding of computer systems and software applications. Familiarity with banking software and technology is desirable.

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

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