

HDFC Bank Recruitment 2023 – Freshers Jobs – Data Entry Executive Post

Hiring organization
HDFC Bank

Job Location

India
Remote work from: IND

Date posted
August 30, 2023

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Valid through
31.12.2023

Base Salary

USD 15,000 - USD 18,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

The Data Entry Executive is responsible for entering data into HDFC Bank's computer systems. This includes tasks such as entering customer information, account details, and transaction records. The ideal candidate will be a highly accurate and detail-oriented individual with strong typing skills.

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HDFC Bank Jobs Near Me

Responsibilities:

- Enter data into HDFC Bank's computer systems
- Verify the accuracy of data entry
- Maintain data entry logs
- Troubleshoot data entry problems
- Other duties as assigned

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HDFC Bank Careers

Requirements:

- Strong typing skills
- Excellent attention to detail
- Ability to work independently and as part of a team
- Proficient in Microsoft Excel and Word

Experience with data entry software.

Important Links

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

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