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HDFC Bank Recruitment 2023 – HDFC Bank Careers – Auditing Clerk Jobs

Hiring organization
HDFC Bank

Job Location

India
Remote work from: IND

Date posted

September 22, 2023

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Valid through

31.12.2023

Base Salary

USD 22,000 - USD 28,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

HDFC Bank is looking for a highly motivated and detail-oriented Auditing Clerk to join our Internal Audit team. As an Auditing Clerk, you will be responsible for assisting with the audit of the Bank's financial records and operations. You will work closely with auditors to ensure that the audit is conducted in a timely and efficient manner, and that all findings are accurately reported.

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Responsibilities:

- Assist with the audit of the Bank's financial records and operations
- Review and analyze financial data and transactions
- Identify and report potential risks and control weaknesses
- Prepare audit reports and presentations
- Communicate with management and other stakeholders on audit findings and recommendations

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HDFC Bank Careers

Requirements:

- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Attention to detail and accuracy

Proficiency in Microsoft Office Suite

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