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HDFC Bank Recruitment 2023 – HDFC Bank Careers – Clerk Jobs

Hiring organization
HDFC Bank

Job Location

India
Remote work from: IND

Date posted
September 4, 2023

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Valid through
31.12.2023

Base Salary

USD 19,000 - USD 26,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

The Clerk is responsible for providing customer service, processing transactions, and maintaining records. The ideal candidate will be a highly organized and detail-oriented individual with excellent customer service skills.

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HDFC Bank Jobs Near Me

Responsibilities:

- Provide customer service to bank customers in person, over the phone, and through email
- Process transactions such as deposits, withdrawals, and transfers
- Maintain records of customer accounts
- Prepare reports and other documentation
- Follow all applicable policies and procedures

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HDFC Bank Careers

Requirements:

- Excellent customer service skills
- Strong organizational and time management skills

- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team

Important Links Attention to detail

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

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