

HDFC Bank Recruitment 2023 – HDFC Bank Jobs – Data Entry Posts

Hiring organization
HDFC Bank

Job Location

India
Remote work from: IND

Date posted
July 27, 2023

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Valid through
31.12.2023

Base Salary

USD 16,000 - USD 20,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

HDFC Bank is looking for a Data Entry Operator to join our team. The ideal candidate will be a highly organized and detail-oriented individual with excellent typing skills. The Data Entry Operator will be responsible for entering data into our computer systems, verifying the accuracy of the data, and maintaining our databases.

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HDFC Bank Jobs Near Me

Responsibilities:

- Enter data into computer systems from a variety of sources, including paper forms, electronic files, and spreadsheets.
- Verify the accuracy of data entry by comparing it to source documents.
- Maintain databases by updating and correcting records.
- Create reports and forms as needed.

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HDFC Bank Careers

Requirements:

- Excellent typing skills (minimum 40 wpm).
- Strong attention to detail.
- Ability to work independently and as part of a team.

Proficient in Microsoft Office Suite (Word, Excel, Power Point)

Important Links

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

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