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ICICI Bank Careers 2023 – Jobs Near Me – Auditing Clerk Posts

Hiring organization
ICICI Bank

Job Location

India
Remote work from: IND

Date posted

September 23, 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

ICICI Bank Recruitment 2023

The Auditing Clerk is responsible for providing administrative support to the Internal Audit team. This includes tasks such as preparing audit schedules, collecting and organizing documentation, and maintaining audit files. The Auditing Clerk must be a highly organized and detail-oriented individual with excellent communication skills.

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ICICI Bank Jobs Near Me

Responsibilities:

- Prepare audit schedules and checklists
- Collect and organize documentation
- Maintain audit files
- Other duties as assigned

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ICICI Bank Careers

Requirements:

- Excellent organizational and detail-oriented skills
- Strong communication skills, both verbal and written
- Ability to work independently and as part of a team

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Experience with audit software

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