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ICICI Bank Recruitment 2023 – ICICI Bank Careers – Data Entry Assistant Jobs

Hiring organization
ICICI Bank

Job Location

India
Remote work from: IND

Date posted
August 8, 2023

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Valid through
31.12.2023

Base Salary

USD 18,000 - USD 23,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

ICICI Bank Recruitment 2023

The Data Entry Assistant is responsible for entering data into ICICI Bank's computer systems. The ideal candidate will be a highly organized and detail-oriented individual with excellent typing skills.

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ICICI 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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ICICI Bank Careers

Requirements:

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

Important Links Proficient in Microsoft Office Suite (Word, Excel, Power Point) **Find the Link in [Apply Now](#) Button**

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