

## Kotak Bank Careers 2023 – 2+ Years Exp – Bank Jobs – Account Executive Posts

**Hiring organization**  
Kotak Mahindra Bank

### Job Location

India  
Remote work from: Brazil

**Date posted**  
May 29, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 20,000 - USD 26,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

### Experience

2+ Years Experience Required

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### Description

#### Kotak Mahindra Bank Recruitment 2023

We are currently seeking a highly motivated and detail-oriented individual to join our team as an Account Executive at Kotak Mahindra Bank. As an Account Executive, you will play a vital role in managing and growing relationships with our valued customers. If you possess strong analytical skills, excellent communication abilities, and a passion for finance, this is an exciting opportunity to contribute to the success of one of the leading banks in the country.

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#### Kotak Mahindra Bank Jobs Near Me

#### Responsibilities:

- Build and maintain strong relationships with existing customers, serving as their primary point of contact for all banking-related inquiries and needs.
- Understand customers' financial goals and provide appropriate product and service recommendations to help them achieve their objectives.
- Perform account opening and maintenance activities, ensuring accurate and up-to-date customer information in compliance with regulatory requirements.
- Process transactions, including deposits, withdrawals, and fund transfers, while adhering to established banking policies and procedures.
- Review loan applications, credit proposals, and other financial documents, analyzing and verifying the information provided by customers.
- Collaborate with internal teams, such as credit risk and compliance, to ensure adherence to regulatory guidelines and mitigate potential risks.

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#### **Kotak Mahindra Bank Careers**

#### **Requirements:**

- Strong analytical skills, with the ability to interpret financial statements, assess credit risk, and make sound financial decisions.
- Excellent interpersonal and communication skills, both verbal and written, with the ability to engage effectively with customers and colleagues.
- Attention to detail and accuracy in data entry and documentation, ensuring compliance with banking regulations and policies.
- Proficient in using banking software and computer applications, including MS Office (Word, Excel, PowerPoint).
- Basic knowledge of banking products and services, including savings accounts, loans, fixed deposits, and investments.
- Ability to work well under pressure and meet deadlines in a fast-paced banking environment.

#### **Important Links**

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

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