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Kotak Bank Careers 2023 – Bank Jobs – Auditing Clerk Post

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted
August 2, 2023

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Valid through
31.12.2023

Base Salary

USD 22,500 - USD 28,500

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Kotak Mahindra Bank Recruitment 2023

The Auditing Clerk is responsible for providing administrative support to the Internal Audit team. This includes tasks such as preparing audit reports, tracking audit progress, and maintaining audit files. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication skills.

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Kotak Mahindra Bank Jobs Near Me

Responsibilities:

- Prepare audit reports.
- Track audit progress.
- Maintain audit files.
- Coordinate with audit team members.
- Other administrative tasks as assigned.

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Kotak Mahindra Bank Careers

Skills:

- Excellent organizational and attention to detail skills.
- Strong communication skills.
- Ability to work independently and as part of a team.

Proficient in Microsoft Office Suite

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

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