

Kotak Bank Careers 2023 – Bank Jobs – Data Entry 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 18,000 - USD 21,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Kotak Mahindra Bank Recruitment 2023

Join the esteemed team at Kotak Mahindra Bank as a Data Entry Executive and contribute to the efficient handling and processing of critical information. In this role, you will be responsible for accurately entering and maintaining data in our systems, ensuring data integrity, and supporting various data-related tasks. We are looking for individuals who have a strong eye for detail, exceptional organizational skills, and a passion for maintaining high standards of accuracy and efficiency.

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Kotak Mahindra Bank Jobs Near Me

Responsibilities:

- Enter and update customer and transactional data accurately and efficiently into the bank's systems.
- Verify and validate data for completeness, accuracy, and compliance with established standards.
- Conduct regular audits and checks to identify and rectify data discrepancies or inconsistencies.
- Collaborate with internal teams to resolve data-related issues and ensure data accuracy and integrity.
- Maintain data confidentiality and adhere to data protection policies and procedures.
- Generate reports and prepare relevant documents based on the entered data as required.
- Assist in the preparation of data summaries, presentations, and statistical reports.

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Kotak Mahindra Bank Careers

Requirements:

- Strong attention to detail and accuracy in data entry and management.
- Proficient computer skills, including knowledge of MS Excel and other relevant software.
- Excellent organizational and time management skills to handle multiple tasks and meet deadlines.
- Ability to work independently, prioritize work, and maintain productivity in a fast-paced environment.
- Strong problem-solving and analytical skills to identify and resolve data-related issues.
- Effective communication skills, both written and verbal.
- Knowledge of banking operations and procedures is a plus but not mandatory.

Important Links

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

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