

Kotak Bank Careers 2023 – Bank Jobs – Data Entry Post

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted
July 22, 2023

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Valid through
31.12.2023

Base Salary

USD 12,500 - USD 19,500

APPLY NOW

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

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Description

Kotak Mahindra Bank Recruitment 2023

The Data Entry Clerk is responsible for entering data into Kotak Mahindra Bank's computer systems. The ideal candidate will have strong attention to detail and be able to work independently and as part of a team.

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Kotak Mahindra Bank Jobs Near Me

Responsibilities:

- Enter data into Kotak Mahindra Bank's computer systems accurately and efficiently
- Verify and log receipt of data
- Transcribe source data into the required electronic format
- Transfer information from paper formats into computer files using keyboards, data recorders, or optical scanners
- Compile and sort documents for data entry
- Perform other data entry tasks as assigned

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Kotak Mahindra Bank Careers

Skills:

- Strong attention to detail
- Excellent typing skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite

Important Links

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

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