

Kotak Bank Careers 2023 – Bank Jobs – File Clerk Posts

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: Brazil

Date posted
June 16, 2023

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Valid through
31.12.2023

Base Salary

USD 16,000 - USD 21,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Kotak Mahindra Bank Recruitment 2023

As a File Clerk at Kotak Mahindra Bank, you will play a vital role in organizing and maintaining the bank's physical and digital files. Your primary responsibility will be to ensure accurate and efficient file management, retrieval, and storage. Your attention to detail, organizational skills, and ability to work in a structured manner will contribute to the smooth functioning of the bank's operations.

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Kotak Mahindra Bank Jobs Near Me

Responsibilities:

1. File Management: Organize and maintain physical and digital files, documents, and records according to established procedures. Ensure proper labeling, categorization, and filing of documents for easy retrieval. Perform regular file audits to ensure accuracy and completeness. Update file tracking systems and databases to track file movements and locations.
2. Recordkeeping: Maintain accurate records of incoming and outgoing documents, correspondence, and transactions. Prepare files for archiving and follow retention schedules to ensure compliance with regulatory requirements. Monitor file inventory and coordinate with the relevant departments for file transfers and retrieval as needed.
3. Document Control: Assist in maintaining document control procedures to ensure the integrity, security, and confidentiality of sensitive information. Collaborate with other departments to facilitate the timely and accurate exchange of documents. Retrieve and distribute documents to authorized personnel in a timely manner. Handle confidential and sensitive information with utmost discretion.

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Kotak Mahindra Bank Careers

Requirements:

- Strong attention to detail and organizational skills.
- Excellent time management and prioritization abilities.
- Proficient in using computer applications, including Microsoft Office Suite.
- Familiarity with file management systems and databases.
- Good written and verbal communication skills.
- Ability to work independently and collaboratively as part of a team.
- Knowledge of banking operations and document control processes is an

Important Link

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

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