

## Kotak Bank Careers 2023 – Freshers Job – Bookkeeper Job

**Hiring organization**  
Kotak Mahindra Bank

### Job Location

India  
Remote work from: IND

**Date posted**  
September 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 Bookkeeper is responsible for maintaining the financial records of Kotak Mahindra Bank. This includes recording financial transactions, preparing financial reports, and reconciling accounts. The ideal candidate will have strong accounting skills and be able to work independently and as part of a team.

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#### Kotak Mahindra Bank Jobs Near Me

#### Responsibilities:

- Record financial transactions in the general ledger.
- Prepare financial reports, such as balance sheets, income statements, and cash flow statements.
- Reconcile accounts to ensure that they are accurate.
- Maintain financial records in accordance with accounting standards.
- Assist with audits and other compliance requirements.

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#### Kotak Mahindra Bank Careers

#### Skills:

- Strong accounting skills
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
- Experience with accounting software, such as SAP or Oracle
- Ability to work independently and as part of a team

Attention to detail  
**Important Links**

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

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