

## Kotak Bank Careers 2023 – Freshers Jobs – Data Entry Job

### Hiring organization

Kotak Mahindra Bank

### Job Location

India

Remote work from: IND

### Date posted

October 4, 2023

### Valid through

31.12.2023

### Base Salary

USD 16,500 - USD 22,500

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### Kotak Mahindra Bank Recruitment 2023

Kotak Mahindra Bank is India's leading private sector bank, and we are looking for talented and motivated Data Entry Clerks to join our team. As a Data Entry Clerk, you will be responsible for entering data into our computer systems from a variety of sources, such as paper documents, electronic files, and images. You will also be responsible for verifying the accuracy of the data and correcting any errors.

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#### Kotak Mahindra Bank Jobs Near Me

#### Responsibilities:

- Enter data into computer systems from a variety of sources
- Verify the accuracy of the data and correct any errors
- Update and maintain databases
- Generate reports
- Perform other data entry tasks as assigned

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#### Kotak Mahindra Bank Careers

#### Skills:

- Strong typing skills
- Excellent attention to detail
- Ability to work independently and as part of a team
- Ability to meet deadlines and work under pressure
- Proficiency in computer skills, such as Microsoft Office Suite

## Important Links

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

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