

Kotak Bank Careers 2023 – Kotak Bank Jobs – Data Entry Executive Jobs

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted
August 11, 2023

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Valid through
31.12.2023

Base Salary

USD 15,500 - USD 21,500

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Kotak Mahindra Bank Recruitment 2023

We are looking for a highly motivated and accurate Data Entry Executive to join our team. The ideal candidate will have experience in data entry, as well as strong attention to detail and accuracy. They will also be proficient in Microsoft Office Suite and have excellent communication skills.

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Kotak Mahindra Bank Jobs Near Me

Responsibilities:

- Enter data into a variety of systems
- Verify data for accuracy
- Resolve data entry errors
- Maintain data integrity
- Assist with other data entry tasks as needed

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Kotak Mahindra Bank Careers

Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent attention to detail and accuracy
- Strong communication skills
- Ability to work independently and as part of a team

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

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