

## Kotak Bank Recruitment 2023 – Bank Jobs – Data Entry Posts

**Hiring organization**  
Kotak Mahindra Bank

### Job Location

India  
Remote work from: IND

**Date posted**  
July 17, 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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