

## Kotak Bank Recruitment 2023 – Freshers Jobs – Clerk Post

**Hiring organization**  
Kotak Mahindra Bank

### Job Location

India  
Remote work from: IND

**Date posted**  
September 25, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 19,500 - USD 25,500

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### Kotak Mahindra Bank Recruitment 2023

Kotak Mahindra Bank is looking for a highly motivated and organized Clerk to join our team. The ideal candidate will have excellent customer service skills and be able to work accurately and efficiently under pressure. The Clerk will be responsible for a variety of banking tasks, including processing transactions, maintaining records, and providing customer service.

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#### Kotak Mahindra Bank Jobs Near Me

#### Responsibilities:

- Process banking transactions, such as deposits, withdrawals, and transfers
- Maintain customer records, such as account statements and loan documents
- Provide customer service to bank customers
- Assist with other banking tasks as needed

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#### Kotak Mahindra Bank Careers

#### Skills:

- Excellent customer service skills
- Ability to work accurately and efficiently under pressure
- Strong organizational and attention to detail skills
- Basic computer skills, including proficiency in Microsoft Office Suite

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

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