

Kotak Bank Recruitment 2023 – Freshers Jobs – Data Entry Job

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted

September 19, 2023

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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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