Kotak Bank Recruitment 2023 – Jobs For Freshers – Data Entry Jobs

Hiring organization
Kotak Mahindra Bank

Job Location
India
Remote work from: IND

Date posted
September 21, 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

The Data Entry Clerk is responsible for entering and maintaining data in Kotak Mahindra Bank's systems. This includes tasks such as entering new customer and account information, processing transactions, and updating existing data. The Data Entry Clerk must be accurate and efficient in their work, and have a strong attention to detail.

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Kotak Mahindra Bank Jobs Near Me

Responsibilities:

- Enter new customer and account information into Kotak Mahindra Bank's systems
- Process transactions such as deposits, withdrawals, and transfers
- Update existing customer and account information
- Maintain data accuracy and integrity
- Generate reports and track data trends

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Kotak Mahindra Bank Careers

Skills:

- Excellent typing skills
- Strong attention to detail
- 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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