

HDFC Bank Careers 2023 – Private Jobs – Free Job Alert – Data Entry Executive Post

Hiring organization
HDFC Bank

Job Location

Mumbai, Maharashtra, India
Remote work from: India

Date posted
May 17, 2023

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Valid through
31.12.2023

Base Salary

Rs. 16,000 - Rs. 20,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

We are looking for a Data Entry Executive to join our team in HDFC Bank. As a Data Entry Executive, you will be responsible for inputting accurate and relevant data into our computer databases. You should be detail-oriented, able to work independently, and have a strong understanding of computer systems and data entry software.

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Responsibilities:

1. Accurately input data into our computer databases in a timely manner.
2. Verify data accuracy and completeness before inputting it into the system.
3. Maintain and update records of incoming and outgoing data.

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HDFC Bank Careers

Skills:

1. Excellent typing and data entry skills with a high level of accuracy.
2. Strong attention to detail and ability to focus for extended periods of time.

3. Proficiency in Microsoft Office, especially Excel and Word

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

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