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HDFC Bank Jobs 2023 – Clerk Post

Job Location

Mumbai, Maharashtra, India
Remote work from: India

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Base Salary

Rs. 11,000 - Rs. 17,000

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

The Clerk will provide clerical and administrative support to the Registry Manager.

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Responsibilities:

- Prepare legal documents for filing with the court registry
- Maintain accurate and up-to-date files
- Data entry

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HDFC Bank Careers

Skills:

Strong computer skills, including experience with Microsoft Office Suite

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Hiring organization

HDFC Bank

Date posted

February 7, 2023

Valid through

31.12.2025

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