

HDFC Bank Recruitment 2023 – Bank Jobs – File Clerk Executive Post

Hiring organization
HDFC Bank

Job Location

Mumbai, Maharashtra, India
Remote work from: India

Date posted
March 4, 2023

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Valid through
31.12.2025

Base Salary

Rs. 16,000 - Rs. 22,000

APPLY NOW

Qualifications

12th pass & Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

The file clerk executive is responsible for organizing and maintaining the company's physical and digital files.

Jobs Near Me

Responsibilities:

- Organize and maintain the company's physical and digital files
- Create and organize digital folders
- Label and scan documents

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HDFC Bank Careers

Skills:

- Proven organizational skills

Strong attention to detail

Important Links

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

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