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HDFC Bank Recruitment 2023 - Bank Jobs - File Clerk Post

Job Location Mumbai, Maharashtra, India Remote work from: India

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Base Salary Rs. 16,000 - Rs. 22,000

Qualifications

12th pass & Graduate

Hiring organization HDFC Bank

Date posted February 17, 2023

Valid through 31.12.2025

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Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

The file clerk 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

the strong antentings to detail

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