

HDFC Bank Recruitment 2023 – Customer Care Executive

Hiring organization
HDFC Bank

Job Location

Maharashtra, India
Remote work from: India

Date posted
December 27, 2022

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Valid through
30.06.2023

Base Salary

Rs. 20,000 - Rs. 22,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Jobs For Freshers

Customer Care Executive job notification has been published in HDFC Bank. Experience and freshers both candidates can apply for this job.

- Operations: Identify high transacting customers and reduce the transactions of these customers a.
- Identify Depleting customers and control them b.
- Reduce or improve on Band 1 and Band 2 Customers c.
- Reduce Band 1 and Band 2 Txns Handling of cash receipts and payments and ensuring transactions are carried out within the prescribed TAT without errors Cash balancing and Cash bundling Processing of Retail FX postings / Gold sales/Pre Paid Cards Issuance of DD/ MC (within prescribed TAT) Executing of funds transfer/ FD closure / Account Closure Processing of Salary Uploads Custodian for teller box Custodian for cheque drop boxes Ensure error free transactions of receipts & payments.
- Retail FX transactions processing.
- Vault Custodian Ensure highest level of customer service.
- Ensure that outward clearing process is adhered to.

- ATM custodian.
- Identification of counterfeit cash and ensure adherence of process laid down by the bank B.
- Reporting: Fortnightly reporting on cash transactions over Rs.
- 00 lacs Report for any suspicious transactions (also maintain the AML register) FX transaction reporting on time to TAG and Treasury Mumbai before Cutoff time using FX software.
- Reporting of suspense accounts, deferred accounts, accounts payable/ receivable, Reconciliation and maintenance of suspense accounts register, as per the required format and filing them Reporting of fortnightly suspense / TOD and QRS reports and filing them.
- CBDT schedules reporting to WBO before Cut off times.

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Skills

Important Links 2. NRI Product and Regulatory Knowledge

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

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