

## HDFC Bank Recruitment 2023 – Jobs Near Me – Data Entry Executive Post

**Hiring organization**  
HDFC Bank

### Job Location

Mumbai, Maharashtra, India  
Remote work from: India

### Date posted

February 24, 2023

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### Valid through

31.12.2025

### 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

The Data Entry Executive is responsible for accurately entering data into the company's computer system from source documents such as invoices, purchase orders, or bills.

### Jobs Near Me

#### Responsibilities:

- Reviewing and verifying accuracy of data entered
- Retrieving, reviewing, and organizing source documents
- Updating and maintaining records

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#### HDFC Bank Careers

#### Skills:

- Accurate data entry skills
- Knowledge of Microsoft Office Suite

## Important Links

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

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