

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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