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ICICI Bank Careers 2023 – 2+Year Exp. – Fast Job Search – Bank Jobs – File Clerk Jobs

Hiring organization
ICICI Bank

Job Location

4101 Civil Lines, V Square, Faizabad, Faizabad, Uttar Pradesh 224001, 224001, Ayodhya, Uttar Pradesh, India

Date posted
May 8, 2023

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Valid through
31.12.2023

Base Salary

Rs. 25.000 - Rs. 35.000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

Experience

2+Year Exp.

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Description

ICICI Bank Recruitment 2023

ICICI Bank, one of India's leading banking institutions, is seeking a detail-oriented and organized individual to join our team as a File Clerk. As a File Clerk, you will play a crucial role in maintaining accurate and organized records, ensuring smooth business operations. Your strong attention to detail and ability to handle large volumes of information will contribute to the efficiency of our bank's processes.

online Part Time Job

Responsibilities:

1. File Management:
 - Maintain physical and electronic filing systems, ensuring proper organization and indexing of documents.
 - Sort and categorize documents, records, and forms according to established guidelines.
 - Retrieve and deliver files and records as requested by authorized personnel.
 - Conduct regular audits to ensure file integrity and compliance with data protection regulations.
2. Record Keeping and Documentation:
 - Enter and update information in databases, spreadsheets, and other

record-keeping systems.

- Verify and cross-check data for accuracy, completeness, and consistency.
- Maintain confidentiality and security of sensitive information.
- Assist in the preparation of reports, presentations, and documentation as required.

3. Administrative Support:

- Assist in managing day-to-day administrative tasks, such as answering phone calls, responding to emails, and coordinating appointments.
- Provide support to other departments and staff members by locating and retrieving requested files and documents.
- Assist in the coordination and distribution of incoming and outgoing mail.
- Collaborate with team members to ensure smooth workflow and timely completion of tasks.

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Private Job

Skills and Qualifications:

- High school diploma or equivalent qualification.
- Strong organizational skills, with the ability to maintain a systematic approach to filing and record-keeping.
- Attention to detail and accuracy in handling documents and data.
- Basic computer skills, including familiarity with spreadsheet software (e.g., Microsoft Excel) and data entry.
- Good communication skills, both written and verbal.
- Ability to work independently and prioritize tasks in a fast-paced environment.
- Strong problem-solving skills and the ability to adapt to changing priorities.
- Understanding of data protection regulations and the importance of maintaining confidentiality.

Experience as a Fresher:

- No prior work experience is required. However, any internships, academic projects, or relevant coursework demonstrating organizational skills and attention to detail would be advantageous.

Join our esteemed team at ICICI Bank and contribute to our mission of providing exceptional banking services to our customers. We offer a supportive work environment, professional development opportunities, and the chance to be part of a renowned banking institution.

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

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