

IndusInd Bank Limited Recruitment 2023 – Apply Online – Data Entry Cum Back Office

Hiring organization
IndusInd Bank Limited

Job Location

India
Remote work from: India

Date posted
January 23, 2023

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Valid through
31.12.2023

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time

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Description

IndusInd Bank Limited Recruitment 2023

The data entry cum back office is responsible for raw data entry, reviewing and cleaning up the data, and preparing it for analysis.

Jobs Near Me

Qualifications:

- 1 year of experience in data entry
- Excellent typing skills
- Strong attention to detail
- Minimum high school diploma or equivalent
- Typing speed of at least 40 WPM
- Excellent attention to detail
- Good math skills

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Apply Online Jobs

The Data Entry cum Back office is responsible to input the data of the company and to manage the back-office tasks.

Responsibilities:

- Entering data into the computer system
- Updating and managing records
- Generating reports
- Handling customer inquiries

Filing and retrieving company documents

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

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