

Indusind Bank Recruitment 2023 – Jobs Near Me – Data Entry Cum Back Office Post

Hiring organization
Indusind Bank

Job Location

India
Remote work from: India

Date posted
February 23, 2023

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Valid through
30.04.2023

Base Salary

Rs. 25,000 - Rs. 35,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time, Work From Home

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Description

Indusind Bank Recruitment 2023

Data Entry Cum Back Office Job Released in Indusind Bank. The Data Entry Cum Back Office is responsible for entering and verifying data into the company's electronic information systems from various source documents.

Indusind Bank Jobs Near Me

The requirement is that the person should be able to work on data entry and also on the back office work related to accounts and admin.

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Indusind Bank Jobs For Freshers

Responsibilities:

- Enter data from source documents into the computer system
- Check the accuracy of data entered
- Sort, organize and file documents according to established procedures
- Generate reports as required
- Handle customer inquiries

Important Links

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

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