

## SBI Recruitment 2023 - 2+ Years Experience Required - Executive Officer Post

**Hiring organization**  
SBI

### Job Location

India  
Remote work from: India

**Date posted**  
April 4, 2023

**Valid through**  
31.12.2025

### Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## SBI Jobs In India

The Executive Officer is the principal assistant to the president of the company and oversees all financial and administrative operations. This position is responsible for directing and coordinating all corporate services, including finance, human resources, information technology, and purchasing.

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### Responsabilidades:

- Enter data into the company database
- Ensure accuracy and quality of data entered
- Maintain database structures

### Qualifications:

- -Experience in data entry, clerical work, or online surveys

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

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