



<https://jobquest.jobsleworld.com/job/au-small-finance-bank-recruitment-2023-2-years-experience-required-data-entry-post/>

Au Small Finance Bank Recruitment 2023 - 2+ Years Experience Required - Data Entry Post

Hiring organization
Au Small Finance Bank

Job Location

India
Remote work possible

Date posted
June 22, 2023

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Valid through
31.12.2025

Base Salary

Rs. 16,000 - Rs. 27,500

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Au Small Finance Bank Recruitment 2023

Job Title: Data Entry Clerk

Department: Operations

Location: [City, State]

Reports To: Operations Manager

Summary:

The Data Entry Clerk is responsible for entering data into the bank's computer system. This includes customer information, account information, and transaction information. The Data Entry Clerk also performs other clerical duties as assigned.

Responsibilities:

- Enter data into the bank's computer system.
- Verify the accuracy of data entry.
- Maintain data files and records.
- Perform other clerical duties as assigned.

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- Excellent typing skills.
- Attention to detail.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite.

Qualifications:

- High school diploma or equivalent.
- 1-2 years of experience in a data entry role.
- Experience with financial data is a plus.

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

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