

State Bank of India Recruitment 2023 – Jobs For Freshers – Back Office Post

Hiring organization
State Bank of India

Job Location

India
Remote work from: India

Date posted
March 21, 2023

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Valid through
30.09.2025

Base Salary

Rs. 19,000 - Rs. 29,000

APPLY NOW

Qualifications

10th, 12th, Graduate

Employment Type

Full-time

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Description

State Bank of India Jobs in India

The person in this role will work on a variety of administrative and data entry tasks. They will be responsible for entering data into our systems, as well as verifying and correcting existing data.

State Bank of India Jobs Near Me

They will also be responsible for performing back office tasks such as preparing reports and handling customer inquiries. The ideal candidate will be skilled in data entry and have strong attention to detail. They will also be able to work independently and be comfortable working in a fast-paced environment.

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State Bank of India Jobs For Freshers

Responsibilities:

- Enter data into our systems
- Verify and correct existing data
- Prepare reports
- Handle customer inquiries

Requirements:

- Strong attention to detail
- Skilled in data entry
- Ability to work independently
- Comfortable working in a fast paced environment

Important Links

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

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