



Bandhan Bank

<https://jobable.govhelp.in/job/bandhan-bank-careers-private-job-job-search-for-customer-service-trainee/>

Bandhan Bank Careers – Private Job – Job Search For Customer Service Trainee

Hiring organization
Bandhan Bank

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

Date posted

March 23, 2024

Valid through

31.12.2024

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Base Salary

USD 14 - USD 23

Qualifications

Graduate, Post Graduate

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Employment Type

Full-time

Description

Bandhan Bank Recruitment 2024

Are you a detail-oriented individual with a knack for accuracy? Do you thrive in a fast-paced environment where your contributions directly impact the success of a growing organization? If so, then a career as a Customer Service Trainee at Bandhan Bank might be the perfect fit for you!

Bandhan Bank Jobs Near Me

Bandhan Bank is a leading private sector bank in India, recognized for its financial inclusion initiatives and its commitment to empowering unbanked and underbanked communities. We're searching for a meticulous and efficient Customer Service Trainee to join our team and play a vital role in maintaining accurate and up-to-date records.

Summary

In this role, you'll be responsible for meticulously entering and verifying data into our digital systems. You'll ensure the accuracy and completeness of information, contributing to the smooth functioning of the bank's operations. This position offers a chance to develop your data entry skills, gain valuable experience in the banking sector, and contribute to a mission-driven organization.

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Key Responsibilities

- Enter data from various sources, including paper documents, scanned images, and electronic files, into designated databases and software programs.
- Verify the accuracy and completeness of entered data by cross-checking information with source documents and internal databases.
- Identify and rectify any errors or inconsistencies in the data promptly.
- Maintain a clean and organized work area to ensure efficient data entry processes.
- Adhere to strict data security protocols and maintain confidentiality of all sensitive information.
- Assist with data backups and archiving procedures as required.
- Learn and adapt to new data entry techniques and software programs.
- May be required to perform additional tasks as assigned by the supervisor.

Required Skills and Qualifications

- Minimum educational qualification of 10+2 or equivalent.
- Excellent typing skills with a high degree of accuracy and speed (minimum of 40 wpm).
- Strong attention to detail and ability to work meticulously with minimal errors.
- Proficient in computer skills, including familiarity with Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent organizational skills and the ability to prioritize tasks effectively.
- Ability to work independently while also being a team player.
- Excellent communication and interpersonal skills.

Experience

- Experience in data entry or a related field is a plus but not mandatory for freshers.

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Why Join Bandhan Bank

At Bandhan Bank, we offer a dynamic and rewarding work environment where you can make a real difference. Here's what you can expect:

- **Growth Opportunities:** We provide comprehensive training programs and development opportunities to help you hone your skills and advance your

career.

- **Competitive Compensation and Benefits:** We offer a competitive salary package and a comprehensive benefits program that includes health insurance, paid time off, and retirement plans.
- **Stable and Reputable Organization:** Bandhan Bank is a leading player in the Indian banking sector, offering a secure and stable work environment.
- **Work-Life Balance:** We understand the importance of maintaining a healthy work-life balance and offer flexible work arrangements whenever possible.
- **Meaningful Work:** You'll have the opportunity to contribute to Bandhan Bank's mission of financial inclusion and empowering underbanked communities.

Application Process

Interested candidates should submit their resumes through our online application portal. *We are an equal opportunity employer and value diversity at our workplace.*

Join Us and Make a Difference

Bandhan Bank is a place where your dedication and hard work are valued. If you're looking for a challenging and rewarding career opportunity, we encourage you to apply!

General Overview

This role offers a chance to step into the exciting world of banking. As a Customer Service Trainee, you'll play a crucial role in ensuring the accuracy and efficiency of the bank's operations. You'll gain valuable experience in data entry techniques, learn about the banking sector, and contribute to a purpose-driven organization.

We hope this comprehensive job description has piqued your interest. If you're a detail-oriented individual who thrives in a fast-paced environment and is passionate about contributing to a meaningful organization, then we encourage you to apply!

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