

Citi Bank Careers – Job Recruitment – Job Card For Front Office Executive

Hiring organization

Citi 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 28, 2024

Valid through

31.12.2024

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Base Salary

USD 15 - USD 24

Qualifications

Graduate, Post Graduate

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Employment Type

Full-time

Description

Citibank Recruitment 2024

Are you passionate about ensuring accurate and organized data? Do you thrive in a fast-paced environment where your contributions directly impact critical business decisions? If so, then a career as a Front Office Executive at Citibank might be the perfect fit for you!

Citibank Jobs Near Me

Citibank is a leading global bank with a rich history and a forward-thinking approach. We offer a dynamic and collaborative work environment where you can learn from industry experts and contribute to innovative projects. In this role, you'll play a vital role in collecting and organizing crucial data that fuels our success.

Summary

As a Front Office Executive, you'll be responsible for acquiring and maintaining accurate and up-to-date information from various sources. You'll work closely with different teams to ensure data integrity and contribute to streamlining our data collection processes. This role is a great opportunity for individuals who are detail-oriented, possess strong organizational skills, and enjoy working independently while being part of a supportive team.

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Key Responsibilities

- Collect data from diverse sources, including online surveys, customer

interactions, and internal databases.

- Verify and ensure the accuracy and completeness of collected data.
- Identify and address data inconsistencies or errors.
- Organize and categorize data using designated systems and software.
- Maintain detailed records of data collection activities.
- Prepare reports and presentations summarizing data findings.
- Stay up-to-date on data collection best practices and regulatory requirements.
- Participate in the development and implementation of new data collection procedures.
- Collaborate with cross-functional teams to ensure seamless data integration.

Required Skills and Qualifications

- Bachelor's degree in a relevant field (e.g., Information Technology, Business Administration, Statistics) or equivalent experience.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and accuracy.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and manage multiple tasks effectively.
- Excellent communication and interpersonal skills.
- Experience with data collection tools and methodologies (a plus).

Experience

This role is open to both recent graduates (freshers) and experienced professionals. For freshers, a strong academic background, eagerness to learn, and a passion for data will be highly considered. Experienced professionals with a proven track record in data collection and a solid understanding of data quality principles will be given preference.

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Why Join Citibank ?

At Citibank, we offer a comprehensive benefits package that includes competitive salaries, health insurance, paid time off, and opportunities for professional development. You'll work in a dynamic and collaborative environment where your contributions are valued, and you'll have the chance to learn from industry leaders. We foster a culture of innovation and continuous improvement, and you'll be encouraged to share your ideas and contribute to shaping the future of the bank.

Application Process

To apply, please submit your resume and cover letter online. In your cover letter, highlight your relevant skills and experience, and explain why you're interested in this role at Citibank.

Join a Team That Makes a Difference

As a Front Office Executive at Citibank, you'll play a critical role in supporting our data-driven decision-making processes. You'll have the opportunity to contribute to the success of a leading global bank and work in a dynamic and rewarding environment. If you're a detail-oriented individual with a passion for data, we encourage you to apply!

General Overview

This role provides an excellent opportunity for individuals seeking a career in data management. You'll gain valuable experience in data collection methodologies, data quality control, and data analysis. Citibank offers a supportive work environment with opportunities for professional growth and development.

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