



<https://jobable.govhelp.in/job/kotak-bank-recruitment-2023-24-job-card-auditing-clerk-post/>

## Kotak Bank Recruitment 2023-24 – Job Card – Auditing Clerk Post

**Hiring organization**  
Kotak Mahindra Bank

### Job Location

India  
Remote work from: IND

### Date posted

December 23, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

### Valid through

31.08.2024

### Base Salary

USD 13,700 - USD 21,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## Kotak Bank Recruitment 2023-24

Kotak Mahindra Bank, one of India's premier private banks renowned for its customer-centric approach and innovative banking solutions, is searching for efficient and reliable Auditing Clerks to join our dynamic team in [City, Country]. In this crucial back-office role, you'll play a vital part in ensuring the accuracy and integrity of our financial records, safeguarding the bank's assets, and ultimately contributing to the trust and reliability that Kotak Mahindra Bank stands for.

## Kotak Bank Careers

### Responsibilities:

- **Data Accuracy Champion:** Enter customer information, subscription details, and other data into our systems with precision and meticulous attention to detail.
- **Verification Veteran:** Verify data accuracy against source documents and rectify any discrepancies to maintain data integrity.
- **Reporting Rockstar:** Generate reports and analyze data to provide valuable insights for operational improvements and informed decision-making.
- **Customer Care Collaborator:** Assist the customer care team by providing accurate and timely data updates, contributing to seamless customer service.
- **Problem-Solving Savvy:** Proactively identify and resolve data entry issues with a calm and solution-oriented approach.

- **Team Player:** Collaborate effectively with colleagues across departments to maintain efficient data workflow and support overall operations.

(adsbygoogle = window.adsbygoogle || []).push({});

### Kotak Bank Jobs near me

#### Skills:

- **Strong Analytical Skills:** The ability to analyze financial data, identify discrepancies, and draw accurate conclusions.
- **Attention to Detail:** A keen eye for accuracy and the ability to work meticulously with numbers and financial information.
- **Multitasking Master:** The ability to manage multiple tasks efficiently and prioritize effectively in a fast-paced environment.
- **Computer Savvy:** Proficiency in relevant accounting software and data analysis tools.
- **Communication Skills:** Clear and concise written and verbal communication skills for effective collaboration and reporting.
- **Problem-Solving Savvy:** A proactive approach to identifying and resolving discrepancies with a calm and solution-oriented mindset.

Important Links

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});