



<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

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Valid through

31.08.2024

Base Salary

USD 13,700 - USD 21,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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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.

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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

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