



<https://jobable.govhelp.in/job/yes-bank-recruitment-2023-24-yes-bank-careers-data-entry-cum-back-office-post/>

Yes Bank Recruitment 2023-24 – Yes Bank Careers – Data Entry Cum Back Office Post

Hiring organization

Yes Bank

Date posted

December 23, 2023

Valid through

31.08.2024

APPLY NOW

Job Location

India

Remote work from: IND

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Base Salary

USD 12,000 - USD 20,000

Qualifications

12th/ Graduate

Employment Type

Full-time

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Description

Yes Bank Recruitment 2023-24

Yes Bank, India's renowned private bank known for its customer-centric approach and innovative banking solutions, is searching for meticulous and reliable Data Entry cum Back Office Assistants to join our dynamic team in [City, Country]. In this crucial behind-the-scenes role, you'll play a vital part in ensuring the accuracy and integrity of our data, streamlining administrative processes, and ultimately contributing to the smooth operation and success of Yes Bank.

Yes Bank Careers

Responsibilities:

- **Data Accuracy Champion:** Enter and process financial data with meticulous attention to detail, ensuring adherence to defined formats and protocols.
- **Verification Virtuoso:** Cross-check and verify data for accuracy and completeness, identifying and correcting discrepancies with a keen eye.
- **Documentation Dynamo:** Maintain and update various records, reports, and files related to customer accounts, transactions, and other bank operations.
- **Process Pro:** Assist with various administrative tasks, including document management, filing, and communication with internal departments.
- **Customer Support Champion:** Provide basic customer support via phone or email, addressing inquiries and forwarding complex issues to relevant teams.

- **Team Player:** Collaborate effectively with colleagues across departments to ensure smooth workflow and efficient resolution of tasks.

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Yes Bank Jobs near me

Skills:

- **Strong Attention to Detail:** A keen eye for accuracy and the ability to work meticulously with data, ensuring its correctness and completeness.
- **Typing Speed and Accuracy:** Excellent typing skills with the ability to maintain high accuracy and speed while entering and processing data.
- **Computer Savvy:** Proficiency in relevant office software and data entry tools.
- **Organizational Skills:** The ability to manage multiple tasks efficiently, prioritize effectively, and maintain a well-organized workspace.
- **Communication Skills:** Clear and concise written and verbal communication skills for effective interaction with colleagues and customers.
- **Problem-Solving Savvy:** The ability to identify and resolve data discrepancies or administrative issues with a calm and solution-oriented

Important Links

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

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