

## BharatPe Recruitment 2023 – All India Jobs – File Clerk Post

### Job Location

Kolkata, West Bengal, India  
Remote work from: India

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### Base Salary

USD. 11,000 - USD. 17,000

### Qualifications

Graduate, 12Th Passed

### Employment Type

Full-time

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### Description

## BharatPe Recruitment 2023

The file clerk is responsible for organizing and managing the company's files.

BharatPe Jobs Near Me

### Responsibilities:

- Maintain electronic and paper files
- Create and maintain company database
- Retrieve files as needed
- Other duties as assigned

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BharatPe Jobs For Freshers

### Qualifications:

- High school diploma
- Experience with Microsoft Office Suite
- Experience with database software

### Important Links

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### Hiring organization

BharatPe

### Date posted

April 20, 2023

### Valid through

31.12.2025

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