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HDFC Bank Recruitment 2023 – Work From Home – Back Office Admin Post

Hiring organization
HDFC Bank

Job Location

India
Remote work from: India

Date posted
January 23, 2023

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Valid through
31.12.2025

Base Salary

Rs. 9,500 - Rs. 15,500

APPLY NOW

Qualifications

Graduate, 12th

Employment Type

Full-time, Work From Home

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Description

HDFC Bank Recruitment 2023

The role of the Back Office Admin is to provide support to the sales and marketing teams by managing and tracking customer and prospect data.

HDFC Bank Jobs Near Me

Responsibilities:

- Enter customer and prospect data into CRM system
- Track and compile lead data
- Generate reports as needed
- Other duties as assigned

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HDFC Bank Careers

Qualifications:

- Excellent attention to detail
- Strong organizational skills
- Ability to work independently

Important Links

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