



<https://govhelp.in/job/rbl-bank-recruitment-2023-all-india-jobs-data-entry-executive-posts/>

RBL Bank Recruitment 2023 – All India Jobs – Data Entry Executive Posts

Hiring organization

RBL Bank

Job Location

India

Remote work from: Brazil

Date posted

June 12, 2023

Valid through

31.12.2023

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Base Salary

USD. 13,500 - USD. 18,500

APPLY NOW

Qualifications

Graduate, 12th Passed

Employment Type

Full-time

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Description

RBL Bank Recruitment 2023

RBL Bank, a leading private sector bank in India, is inviting applications for the position of Data Entry Executive. As a Data Entry Executive at RBL Bank, you will be responsible for accurately entering and maintaining data in the bank's systems, ensuring data integrity and timely processing of information.

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RBL Bank Jobs Near Me

Responsibilities:

- Enter and update customer information, transactions, and other relevant data into the bank's computer systems.
- Verify and validate data accuracy and completeness.
- Perform data quality checks to ensure data integrity and consistency.
- Follow standard operating procedures for data entry and processing.
- Maintain confidentiality and security of sensitive information.
- Collaborate with team members to resolve any data discrepancies or issues.
- Adhere to data entry deadlines and productivity targets.
- Generate reports and perform data analysis as required.
- Assist in other administrative tasks as assigned by the supervisor.

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RBL Bank Careers

Qualifications:

- Minimum educational qualification of a high school diploma or equivalent.
- Strong attention to detail and accuracy in data entry.
- Proficient in using computers and data entry software.
- Knowledge of MS Office applications, especially Excel.
- Good typing speed and accuracy.
- Excellent organizational and time management skills.
- Ability to work independently and as part of a team.
- Strong written and verbal communication skills.

Prior experience in data entry or a similar role is preferred.

Important Links

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

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