

HDFC Bank Required for Office Assistant.

Qualification – Higher Secondary/Diploma or Equivalent.

Age should not be less than 18.

Freshers/Experienced candidates are welcome.

Skills & Responsibilities :

Good communication skills.

Good Computer Knowledge i.e. (Microsoft Office).

Ability to work well under limited supervision.

Handling incoming calls and other communications.

Managing filing system.

Recording information as needed.

Updating paperwork, maintaining documents and word processing.

Creating, Maintaining and entering information into databases.

Salary - 13000 to 23000 per month

Job Location - Badarpur & Tripura.

Assesment Fees of Rupees 150 will be paid via UPI Payment.

Only Interested applicants can send their CV/Resume/BioData along with last qualification marksheet, certificate, one copy Aadhaar, one copy Voter ID, one copy recent color passport size photo through Whatsapp - 9089367929 or via mail -

customerservices.career@gmail.com on or before 10/04/2020

***** Belated and Incomplete applications will be rejected summarily *****

***** Any application received after 10/04/2020 shall not be entertained *****

Interview Venue, date & time will be sent to you via SMS or your given mail ID.

**HR Team
HDFC Ltd.**