

HDFC Bank Recruitment 2023 – Jobs Near Me – Executive Officer Post

Hiring organization
HDFC Bank

Job Location

India
Remote work from: India

Date posted
August 21, 2023

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Valid through
31.12.2023

Base Salary

USD 18,000 - USD 25,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2023

The Executive Officer is responsible for providing excellent customer service, promoting and selling bank products and services, and achieving sales targets. The ideal candidate will have a strong understanding of banking products and services, excellent communication and interpersonal skills, and the ability to work independently and as part of a team.

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HDFC Bank Jobs Near Me

Responsibilities:

- Provide excellent customer service to new and existing customers
- Promote and sell bank products and services
- Meet sales targets
- Build and maintain relationships with customers
- Handle customer complaints and inquiries
- Process transactions and documentation
- Update customer records
- Complete other duties as assigned
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HDFC Bank Careers

Skills and Qualifications:

- Bachelor's degree in a related field
- 0-2 years of experience in a customer service or sales role
- Strong understanding of banking products and services
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite

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

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