

Kotak Mahindra Bank Careers For Freshers - Receivable Clerk/Bank Job

Hiring organization
Kotak Mahindra Bank

Job Location

India
Remote work from: IND

Date posted
January 19, 2024

Valid through
31.08.2024

Base Salary

USD 15 - USD 29

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Kotak Mahindra Bank Careers For Freshers

Kotak Mahindra Bank is one of India's leading private sector banks, renowned for its innovative approach and commitment to customer satisfaction. As a Receivable Clerk, you'll have the opportunity to play a vital role in the bank's financial operations, contributing to its continued success.

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Kotak Mahindra Bank Jobs Near Me

Responsibilities:

- Process customer payments across various channels, ensuring timely and accurate recording.
- Reconcile customer accounts, identifying and resolving discrepancies efficiently.
- Maintain detailed records of receivables, including invoices, statements, and collections.
- Communicate effectively with customers regarding outstanding payments and collection processes.
- Prepare reports and analyze data to support the accounts receivable team.
- Maintain a high level of professionalism and contribute to a positive team environment.

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Infosys Careers

Skills:

- Excellent attention to detail and accuracy.
- Strong analytical and problem-solving skills.
- Proficiency in computer applications, including spreadsheet and accounting software.
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Time management and organizational skills.

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