



<https://jobs.govhelp.in/job/axis-bank-recruitment-2023-bank-jobs-data-collection-officer-post/>

## Axis Bank Careers 2023 – Bank Jobs – Data Collection Officer Post

### Job Location

India

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### Base Salary

Rs. 20,700 - Rs. 27,800

### Qualifications

12th Passed & Graduate

### Employment Type

Full-time

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### Description

## Axis Bank Recruitment 2023

Axis Bank, one of the leading private sector banks in India, is seeking dedicated and detail-oriented individuals to join our team as Data Collection Officer. As a Data Collection Officer, you will play a crucial role in maintaining accurate and up-to-date data records for the bank. This is an excellent opportunity to contribute to the smooth functioning of banking operations and ensure data integrity.

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### Axis Bank Careers

#### Responsibilities:

1. Accurate data entry: You will be responsible for entering customer and transactional data into the bank's systems with a high level of accuracy and attention to detail. This includes inputting customer information, account details, transaction records, and other relevant data as required. You will ensure that all data entered is complete, error-free, and complies with established guidelines and procedures.
2. Data verification and validation: As a Data Entry Assistant, you will verify the accuracy and completeness of data by comparing it with source documents and cross-referencing information. You will identify and rectify any discrepancies or errors found during the verification process. You will also validate data entries for compliance with regulatory requirements and internal policies.
3. Data maintenance and confidentiality: You will be responsible for

### Hiring organization

Axis Bank

### Date posted

June 5, 2023

### Valid through

31.12.2023

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maintaining data confidentiality and security by adhering to the bank's data protection policies and procedures. You will organize and maintain physical and electronic data files in a systematic and secure manner. Additionally, you will assist in generating reports and extracting data as required by the bank's various departments.

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## **Axis Bank Jobs Near Me**

### **Skills and Qualifications:**

- High school diploma or equivalent (higher education in a related field is a plus)
- Excellent typing speed and accuracy
- Strong attention to detail and ability to maintain data integrity
- Proficiency in using computer systems and data entry software
- Basic knowledge of banking operations and terminology
- Good communication skills and ability to work well in a team
- Discretion and adherence to data confidentiality

Important Links Familiarity with Microsoft Office suite, particularly Excel, is preferred.

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

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