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HDFC Bank Recruitment 2024 – Free Job Alert – Customer Service Representative Post

Hiring organization
HDFC Bank

Job Location

India
Remote work from: IND

Date posted
January 13, 2024

Valid through
31.05.2024

Base Salary

USD 12,500 - USD 20,500

APPLY NOW

Qualifications

Any Graduate.

Employment Type

Full-time

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Description

HDFC Bank Recruitment 2024

Join HDFC Bank, one of India's leading financial institutions, and embark on a rewarding career as a Customer Service Representative. At HDFC Bank, we believe in nurturing talent and providing a dynamic work environment that encourages professional growth and personal development.

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HDFC Bank Careers

Responsibilities:

- **Customer Engagement and Assistance:**
 - Interact with customers in a courteous and professional manner, addressing inquiries, resolving concerns, and providing timely and accurate information.
 - Offer personalized assistance to customers through various communication channels, including phone, email, and in-person interactions, ensuring a seamless and positive banking experience.
 - Proactively identify opportunities to enhance customer satisfaction, actively listening to their needs, and suggesting appropriate banking products and services.
- **Transaction Handling and Documentation:**
 - Efficiently process a variety of banking transactions, including deposits, withdrawals, fund transfers, and account updates,

adhering to the bank's policies and regulatory guidelines.

- Ensure accuracy and completeness of documentation for all customer transactions, maintaining meticulous records to facilitate smooth internal processes and compliance requirements.
- Collaborate with other departments to resolve complex issues, demonstrating a high level of attention to detail in all aspects of transactional processing.

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HDFC Bank Jobs Near Me

Skills:

- **Communication Skills:**

- Exceptional verbal and written communication skills with the ability to articulate information clearly and concisely.
- Active listening skills to understand and respond effectively to customer inquiries and concerns.

- **Problem-Solving:**

- Strong analytical and problem-solving skills, with the ability to think on your feet and provide effective solutions to customer issues.
- Capacity to handle challenging situations with patience and professionalism.

- **Team Collaboration:**

- Ability to collaborate and work seamlessly with cross-functional teams to ensure a holistic approach to customer service.
- Willingness to share knowledge and contribute to a positive team culture.

Tags

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Important Links

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