



<https://targetjob.govhelp.in/job/kotak-bank-recruitment-2023-24-freshers-jobs-bookkeeper-post/>

## Kotak Bank Recruitment 2023-24 – Freshers Jobs – Bookkeeper Post

**Hiring organization**  
Kotak Mahindra Bank

### Job Location

India  
Remote work from: IND

### Date posted

December 27, 2023

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### Valid through

31.08.2024

### Base Salary

USD 22,000 - USD 25,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Kotak Mahindra Bank Recruitment 2023-24

As a Bookkeeper at Kotak Mahindra Bank, you'll be the silent conductor of financial harmony, ensuring every transaction is recorded accurately, meticulously, and according to established accounting principles. Your keen eye and analytical mind will be crucial in maintaining the bank's financial health and contributing to smooth operations.

### Kotak Mahindra Bank Jobs near me

#### Responsibilities:

- **Transaction Tracker:** Enter and record financial transactions with precision, ensuring completeness and adherence to accounting standards.
- **Reconciliation Rock Star:** Reconcile bank statements and other financial records with impeccable accuracy, identifying and resolving discrepancies swiftly.
- **Reporting Ace:** Generate accurate and timely financial reports, providing valuable insights for internal stakeholders and regulatory compliance.
- **Compliance Champion:** Maintain meticulous adherence to bank policies, procedures, and regulatory requirements, safeguarding financial integrity.
- **Tech-Savvy Accountant:** Adapt to and utilize financial software efficiently, staying abreast of technological advancements in the accounting field.

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## **Kotak Mahindra Bank Careers**

### **Skills:**

- Excellent attention to detail and accuracy, with a strong focus on quality and error-free work.
- Proficiency in accounting principles and practices, including journalizing, ledger maintenance, and reconciliation.
- Strong analytical and problem-solving skills, able to identify and resolve discrepancies in financial data.
- Good communication and interpersonal skills, able to collaborate effectively with colleagues and communicate financial information clearly.

### **Important Links**

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

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