Airtel Recruitment 2024 – Jobs Near Me – Data Entry Executive Post

Hiring organization
Airtel

Date posted
January 8, 2024

Valid through
31.08.2024

APPLY NOW

Job Location
India
Remote work from: IND

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Base Salary
USD 11,700 - USD 18,000

Qualifications
12th/ Graduate

Employment Type
Full-time

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Description

Airtel Recruitment 2024

We're looking for a meticulous and efficient Data Entry Executive to join our dynamic team in [insert location]. In this role, you'll play a crucial part in ensuring the accuracy and integrity of our data by maintaining and updating various databases. You'll be responsible for data entry, verification, and analysis, contributing to the smooth operation of our business.

Airtel Careers

Responsibilities:

- Accurately and efficiently enter customer and business data into various systems, adhering to established guidelines and procedures.
- Verify and cross-check information for accuracy and completeness, identifying and correcting any errors.
- Update existing records with new or revised information, ensuring data consistency and integrity.
- Maintain detailed logs of data entry activities, including timestamps and reasons for any modifications.
- Assist with other data-related tasks as assigned, such as report generation and data analysis.

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Airtel Jobs near me

Skills:

- Excellent typing skills with the ability to achieve high accuracy at speed.
- Strong attention to detail and a commitment to data quality.
- Proficiency in computer applications, including MS Office Suite (Word, Excel, PowerPoint).
- Excellent communication and interpersonal skills, with the ability to work effectively as part of a team.
- Ability to prioritize tasks and work independently while meeting deadlines.

Important Links

Find the Link in Apply Now Button

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