Vedantu
LIVE ONLINE TUTORING

https://jobable.govhelp.in/job/data-entry-clerk-job-seeker-vedantu-jobs-near-me/

Data Entry Clerk – Job Seeker – Vedantu Jobs Near Me

Job Location
India
Remote work from: IND

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Base Salary
USD 11 - USD 22

Qualifications
Graduate, 12th

Employment Type
Full-time

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Description

Data Entry Clerk

As a Data Entry Clerk, you will play a crucial role in supporting the smooth operation of Vedantu by ensuring accurate and efficient data entry across various platforms. This role is ideal for those who are detail-oriented, possess strong typing skills, and are eager to learn and contribute to a fast-paced environment.

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Vedantu Careers

Responsibilities:

- Accurately enter and maintain various types of data into designated systems, including student information, enrollment details, and academic records.
- Verify the accuracy of data entered by others, ensuring consistency and completeness.
- Organize and maintain electronic and paper-based filing systems for efficient data retrieval.
- Follow established data entry procedures and protocols to maintain data integrity and security.
- Stay updated on new systems and software, demonstrating a willingness to learn and adapt.

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Hiring organization
Vedantu

Date posted
February 26, 2024

Valid through
31.08.2024

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Vedantu Jobs For Freshers

Skills:

- Strong typing skills with excellent accuracy (minimum of 40 words per minute).
- Excellent attention to detail and ability to identify and rectify errors.
- Proficient in using computer applications like MS Office Suite (Word, Excel) and data entry software.
- Strong organizational skills and the ability to manage multiple tasks efficiently.
- Excellent communication and interpersonal skills, with the ability to work independently and as part of a team.

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