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Data Entry Executive in Accenture - New Job - IT Jobs Near Me

Job Location

India

Remote work from: IND

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Base Salary

USD 22 - USD 34

Qualifications

Graduate

Employment Type

Full-time

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Description

Data Entry Executive in Accenture

As a Data Entry Executive, you'll play a vital role in streamlining our operations and ensuring data integrity. Your attention to detail and commitment to accuracy will be instrumental in driving informed decision-making and supporting diverse projects across the company.

Accenture Careers

Responsibilities:

- Accurately and efficiently enter data from various sources, including physical documents, digital forms, and spreadsheets.
- Maintain database integrity by verifying data accuracy, adhering to established protocols, and identifying and correcting any errors.
- Collaborate with internal teams to ensure timely data processing and address any data-related queries.
- Adhere to strict confidentiality and security protocols to protect sensitive company information.
- Maintain a productive and organized workspace, adapting to evolving workflows and deadlines.

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Accenture Jobs Near Me

Hiring organization

Accenture

Date posted

January 19, 2024

Valid through

31.08.2024

APPLY NOW

Skills:

- Typing speed of at least 50 words per minute with strong accuracy.
- Proficient in data entry software, including Excel, Google Sheets, and other relevant tools.
- Excellent attention to detail and ability to identify and rectify errors quickly.
- Strong analytical and problem-solving skills to ensure data consistency and integrity.
- Effective communication and collaboration skills to interact with diverse teams.
- Ability to work independently and manage multiple tasks efficiently.
- Adaptability and willingness to learn new software and procedures.

Tags:

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