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# Data Entry - New Job - Accenture Careers

#### **Job Location**

India

Remote work from: IND

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#### **Base Salary**

USD 20 - USD 32

#### Qualifications

Graduate

#### **Employment Type**

Full-time

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#### Description

## **Data Entry**

As a Data Entry Specialist at Accenture, you will play a crucial role in maintaining the accuracy and integrity of our client data. You will be responsible for efficiently and accurately entering various types of data from different sources into our systems, ensuring completeness and adherence to established protocols. This role offers a valuable opportunity to gain experience in a fast-paced, dynamic environment while contributing to the success of a leading professional services firm.

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#### **Accenture Careers**

#### Responsibilities:

- Accurately input data from various sources, including paper forms, scanned documents, and digital files.
- Ensure data adheres to established formatting and quality standards.
- · Identify and rectify data inconsistencies and errors.
- · Maintain detailed records of data entry activities.
- Liaise with internal teams to clarify data requirements or resolve datarelated issues.
- Continuously seek ways to improve data entry efficiency and accuracy.

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## Hiring organization

Accenture

#### Date posted

January 31, 2024

### Valid through

31.08.2024

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#### **Accenture Jobs Near Me**

#### Skills:

- Excellent typing skills with high accuracy and speed.
- Strong attention to detail and ability to identify and correct errors.
- Proficiency in Microsoft Office suite, particularly Excel and Word.
- Basic understanding of data quality principles and methodologies.
- Excellent communication and interpersonal skills, with the ability to work effectively both independently and as part of a team.
- Strong problem-solving abilities and ability to work efficiently under pressure.

### Tags:

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