GAIL Careers – Find a Job – Jobs For Freshers For Data Entry

Job Location
India
Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary
USD 19 - USD 27

Qualifications
Graduate, Post Graduate

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Employment Type
Full-time

Hiring organization
Gas Authority of India Limited

Date posted
March 20, 2024

Valid through
31.12.2024

APPLY NOW

Description

GAIL Recruitment 2024: Make Your Mark in Data Entry

Do you have a keen eye for detail and a knack for accuracy? Are you passionate about ensuring information is organized and readily accessible? If so, then a data entry role at GAIL (India) Limited could be the perfect fit for you!

GAIL is a leading natural gas company in India, with a strong commitment to innovation and excellence. We're looking for a detail-oriented individual to join our team and play a vital role in maintaining accurate and up-to-date data. This remote position allows you to contribute to GAIL's success from the comfort of your own home, offering a great work-life balance.

About GAIL

GAIL (India) Limited, is a Maharatna public sector undertaking under the Ministry of Petroleum and Natural Gas of the Government of India. It is the largest state-owned natural gas processing and marketing company in India. With a vast network of pipelines, GAIL plays a critical role in ensuring the nation's energy security.

Why Join Us?

As a data entry specialist at GAIL, you'll be at the forefront of ensuring our

information systems are accurate and efficient. You'll have the opportunity to contribute to a fast-paced and dynamic environment, working alongside a team of experienced professionals. This role offers the chance to develop your data management skills and gain valuable experience in a leading Indian company.

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GAIL Jobs Near Me: Responsibilities

In this role, you will be responsible for:

- Entering and verifying data into various software programs with accuracy and speed.
- Maintaining data integrity by identifying and correcting errors.
- Classifying and organizing data according to established procedures.
- Adhering to strict data security protocols.
- Working independently and as part of a team to meet deadlines.
- Keeping up-to-date with new data entry techniques and software.

Required Skills and Qualifications

- High school diploma or equivalent.
- Strong typing skills with a minimum speed of 40 words per minute.
- Excellent attention to detail and accuracy.
- Ability to work independently and meet deadlines.
- Proficiency in using computer applications like MS Office Suite.
- Excellent communication and interpersonal skills.

Experience

This role is open to both freshers and experienced candidates. For freshers, a strong academic background and a willingness to learn are essential. For experienced candidates, a minimum of 1 year of experience in data entry or a related field is preferred.

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Benefits and Work Environment

GAIL offers a competitive compensation package and a comprehensive benefits program that includes health insurance, paid time off, and retirement savings plans. We foster a collaborative and supportive work environment that values innovation

and professional growth.

Join a Company That Makes a Difference

At GAIL, we are committed to providing clean and sustainable energy solutions for India. By joining our team, you'll have the opportunity to contribute to a company that is making a positive impact on the environment and the nation's economy.

Application Process

Interested candidates should submit their resume and cover letter online through the GAIL careers portal.

We look forward to hearing from you!

In Conclusion

This data entry role at GAIL is a great opportunity for individuals who are detail-oriented, organized, and possess strong computer skills. If you are looking for a challenging and rewarding career with a leading Indian company, then we encourage you to apply!

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

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