



<https://jobable.govhelp.in/job/hpcl-careers-job-search-data-entry-executive-jobs-alerts/>

## HPCL Careers – Job Search – Data Entry Executive Jobs Alerts

### 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 16 - USD 22

### Qualifications

12th/Graduate

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### Employment Type

Full-time

### Description

## HPCL Recruitment 2024

Are you a detail-oriented individual with a knack for accuracy and a desire to contribute to a dynamic industry? Do you enjoy working independently and ensuring the efficiency of data management systems? If so, then a career as a Data Entry Assistant at Hindustan Petroleum Corporation Limited (HPCL) could be the perfect opportunity for you!

### HPCL Jobs Near You

HPCL, a leading Indian public sector oil and gas company, is searching for talented individuals to join our growing team. The best part? This remote position allows you to contribute to HPCL's success from the comfort of your home office, regardless of location!

### Summary

In this crucial role, you'll play a vital role in supporting the accuracy and efficiency of our data operations. You'll be responsible for entering data from various sources into our systems, verifying information for accuracy, and maintaining clean and organized databases. Your strong organizational skills and commitment to accuracy will be essential in keeping our data systems running smoothly.

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### Hiring organization

Hindustan Petroleum

### Date posted

March 21, 2024

### Valid through

31.12.2024

APPLY NOW

## Key Responsibilities

- Enter data from various sources (e.g., paper forms, scanned documents, electronic files) into our internal systems accurately and efficiently.
- Verify the accuracy of entered data by cross-checking information and identifying any discrepancies.
- Research and resolve any data entry errors to ensure data integrity.
- Organize and maintain electronic databases according to established protocols.
- Classify and categorize data according to predefined criteria.
- Prepare reports and summaries based on the entered data (may vary depending on role).
- Follow established data entry procedures and quality control standards.
- Adhere to company data security policies and confidentiality protocols.

## Required Skills and Qualifications

- High school diploma or equivalent.
- Strong attention to detail and a commitment to accuracy.
- Excellent typing skills and data entry proficiency.
- Ability to work independently and meet deadlines effectively.
- Basic computer literacy and proficiency in using various software programs (e.g., Microsoft Office Suite).
- Excellent organizational skills and the ability to prioritize tasks effectively.

## Experience

This role is a great fit for both individuals with experience in data entry or administrative support and recent graduates eager to launch their careers in a fast-paced and dynamic environment. HPCL offers comprehensive training programs to ensure you have the skills and knowledge to succeed in this role.

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## Why Join HPCL

At HPCL, you'll have the opportunity to be a part of a leading Indian company that plays a vital role in the country's energy sector. You'll work in a supportive environment with a team of dedicated professionals. We offer competitive salaries and benefits packages, including health insurance, provident fund contributions, and opportunities for professional development. As a Data Entry Assistant at HPCL, you'll play a key role in ensuring the accuracy of our data foundation, which is

essential for our continued success – all from the comfort of your own home office.

### **Benefits and Work Environment**

HPCL fosters a culture of inclusion, diversity, and respect. We offer a comprehensive benefits package that includes health insurance, provident fund contributions, and other social security benefits. Plus, the remote work environment allows you the flexibility to work from the comfort of your home office and maintain a healthy work-life balance.

### **Application Process**

To apply for this exciting opportunity, please submit your resume and cover letter online. In your cover letter, be sure to highlight your strong attention to detail, data entry skills, and ability to work independently.

### **Join Us and Be a Part of India's Energy Future!**

At HPCL, we value accuracy and efficiency. If you're a detail-oriented individual with a passion for organization, then we encourage you to apply!

### **In Conclusion**

This role offers a unique opportunity to develop your data entry skills and contribute to the success of a leading Indian energy company. As a Data Entry Assistant at HPCL, you'll play a vital role in ensuring data accuracy, working independently in a supportive remote environment. If you're ready to embark on a rewarding career with the flexibility of working from home, then we encourage you to apply today!

**If You Want to Get Notification about Various Jobs, Join our WhatsApp Channel Now and Get notified Daily about Latest Jobs**



## Important Links

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

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