Indian Oil Careers – Latest Job Notification – Govt Job For Data Entry Operator

Hiring organization
Indian Oil Corporation

Date posted
March 22, 2024

Valid through
31.12.2024

APPLY NOW

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 26

Qualifications
Graduate, Post Graduate

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Employment Type
Full-time

Description

Indian Oil Corporation Recruitment 2024

Are you a detail-oriented individual with a knack for accuracy? Do you thrive in a fast-paced environment where your contributions directly impact a leading national organization? If so, then a career as a Data Entry Operator at Indian Oil Corporation (IOC) might be the perfect fit for you!

Indian Oil Jobs Near Me

Indian Oil Corporation is a Maharatna company – a prestigious title conferred upon only a select group of public sector undertakings in India. As the nation's largest commercial enterprise, IOC plays a critical role in the country's energy security. Working at IOC presents a unique opportunity to be part of a legacy of excellence, contributing to the nation's growth and development.

Summary

In this role, you'll be the backbone of our data management system, ensuring the accuracy and integrity of information within our organization. You'll be responsible for meticulously entering and organizing data from various sources into our digital databases. This role is ideal for candidates with strong attention to detail, excellent typing skills, and the ability to work independently while adhering to strict deadlines.

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Key Responsibilities

- Input data into designated computer systems and databases with precision

and efficiency.

- Verify the accuracy of entered data by comparing it with source documents and rectify any discrepancies.
- Organize and categorize data in a consistent and logical manner to facilitate easy retrieval.
- Maintain data integrity by adhering to established data entry protocols and procedures.
- Generate reports and summaries based on the entered data, if required.
- Stay updated on new data entry software and procedures to maintain proficiency.
- Perform other data-related tasks as assigned by the supervisor.

Required Skills and Qualifications

- Minimum qualification of 10+2 or equivalent from a recognized board.
- Proven experience with data entry using computer software (minimum 1 year preferred).
- Excellent typing skills with a high degree of accuracy (minimum 40 words per minute).
- Strong attention to detail and the ability to identify and rectify errors promptly.
- Ability to work independently while adhering to strict deadlines and quality standards.
- Proficiency in computer applications like MS Office Suite (Word, Excel) is essential.
- Excellent communication and interpersonal skills.

Experience

This role is open to both freshers and experienced candidates. Fresh graduates with strong academic records and a willingness to learn are encouraged to apply. For experienced candidates, prior experience in data entry, customer service, or administrative roles will be a plus.

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Why Join Indian Oil Corporation?

A career at Indian Oil Corporation offers a multitude of benefits and a rewarding work environment. Here's what you can expect:

- **Competitive salary and benefits package:** IOC offers an attractive compensation package that includes competitive salaries, health insurance,

provident fund contributions, and other employee benefits.

- **Stable and secure career path:** As a Maharatna company, IOC provides a stable and secure work environment with ample opportunities for growth and development.
- **Work with cutting-edge technology:** You'll have the opportunity to work with advanced data management systems and software, enhancing your technical expertise.
- **Be part of a national legacy:** Contribute to the nation's energy security by working for a leading organization that plays a vital role in India's growth and development.
- **Positive and collaborative work culture:** IOC fosters a positive and collaborative work environment that values its employees and their contributions.

Application Process

Interested candidates who meet the eligibility criteria can apply online through the official Indian Oil Corporation career portal. Ensure you submit a well-crafted resume highlighting your relevant skills and experience.

Join Us and Make a Difference!

At Indian Oil Corporation, we believe in our people. We offer a dynamic work environment that fosters innovation, excellence, and a commitment to making a positive impact. If you're a detail-oriented and results-driven individual who thrives in a fast-paced environment, we encourage you to apply!

In Conclusion

This role provides an excellent opportunity to build a rewarding career at a prestigious organization. As a Data Entry Operator, you'll play a vital role in ensuring the accuracy and efficiency of our data management system. If you're passionate about contributing to a national leader and possess the necessary skills and qualifications, we encourage you to apply!

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Important Links

Find the Link in Apply Now Button

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