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Meesho Job Search – Jobs Near Me – Data Entry Executive Post

Hiring organization
Meesho

Job Location

India
Remote work from: IND

Date posted
April 8, 2024

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Valid through
31.12.2024

Base Salary

USD 11 - USD 22

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Qualifications

Graduation, 12th Pass

Employment Type

Full-time

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Description

Meesho Job Search

We're looking for a detail-oriented and highly organized individual to join our growing team as a Data Entry Executive. In this remote role, you'll be responsible for a variety of tasks related to data entry and maintenance. You'll work with product information, ensuring its accuracy, completeness, and consistency across our platform. This includes entering new product details, updating existing information, and maintaining a clean and organized database.

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Meesho Careers

Key Responsibilities:

- Accurately enter product data such as names, descriptions, specifications, prices, and images into our platform.
- Review and update existing product information for accuracy and consistency.
- Organize and categorize products effectively using appropriate tags and classifications.
- Maintain high data quality by identifying and correcting any errors or inconsistencies.
- Follow established data entry protocols and procedures to ensure efficient data management.
- May assist with other data-related tasks as assigned.

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Meesho Jobs near me

Skills and Qualifications:

- Excellent typing skills with a high degree of accuracy and speed.
- Strong attention to detail and the ability to identify and rectify errors.
- Proficient in computer literacy and comfortable working with various software programs.
- Excellent organizational skills with the ability to prioritize tasks and meet deadlines.
- Ability to work independently and as part of a team.
- Good communication and interpersonal skills.

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