



<https://jobable.govhelp.in/job/tata-sky-recruitment-2023-24-job-alert-data-entry-executive-post-2/>

TATA sky Recruitment 2023-24 – Job Alert – Data Entry Executive Post

Hiring organization
TATA sky

Job Location

India
Remote work from: IND

Date posted
December 23, 2023

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Valid through
31.08.2024

Base Salary

USD 11,800 - USD 18,000

APPLY NOW

Qualifications

12th/ Graduate

Employment Type

Full-time

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Description

TATA sky Recruitment 2023-24

TATA Sky, India's premier provider of Direct-to-Home (DTH) satellite television services, is searching for efficient and organized Data Entry Executives to join our dynamic team in [City, Country]. In this crucial support role, you'll play a vital part in ensuring accurate and timely data entry, fueling the smooth operation of our systems and ultimately contributing to the exceptional entertainment experiences TATA Sky delivers to millions of homes.

TATA sky Careers

Responsibilities:

- **Data Accuracy Champion:** Enter customer information, subscription details, and other data into our systems with precision and meticulous attention to detail.
- **Verification Veteran:** Verify data accuracy against source documents and rectify any discrepancies to maintain data integrity.
- **Reporting Rockstar:** Generate reports and analyze data to provide valuable insights for operational improvements and informed decision-making.
- **Customer Care Collaborator:** Assist the customer care team by providing accurate and timely data updates, contributing to seamless customer service.
- **Problem-Solving Savvy:** Proactively identify and resolve data entry issues with a calm and solution-oriented approach.

- **Team Player:** Collaborate effectively with colleagues across departments to maintain efficient data workflow and support overall operations.

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TATA sky Jobs near me

Skills:

- **Typing Master:** Excellent typing skills with the ability to type accurately and at a reasonable speed.
- **Attention to Detail:** A keen eye for accuracy and the ability to work meticulously with data, ensuring its correctness and completeness.
- **Multitasking Maestro:** The ability to manage multiple data entry tasks simultaneously while maintaining focus and efficiency.
- **Computer Savvy:** Proficiency in using Microsoft Office Suite and relevant data entry software applications.
- **Communication Ninja:** Clear and concise written and verbal communication skills for seamless collaboration within the team.
- **Problem-Solving Savvy:** A proactive approach to identifying and resolving data entry issues with a calm and solution-oriented mindset.

Important Links

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

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