



<https://jobable.govhelp.in/job/tcs-career-work-from-home-jobs-data-entry-assistant-posts/>

TCS Career – Work From Home Jobs – Data Entry Assistant Posts

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 17 - USD 25

Qualifications

Graduate, Post Graduate

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Employment Type

Full-time, Work From Home

Description

TCS Career

Be a Part of Something Big: Data Entry Assistant at TCS!

About TCS

Have you ever wondered how companies keep track of all their information? That's where TCS comes in! Tata Consultancy Services (TCS) is a leading global IT company that helps businesses run smoothly using technology. As a Data Entry Assistant at TCS, you'll play a vital role in this exciting world.

The Position: Data Entry Assistant

This is your chance to join a friendly and supportive team where you'll be responsible for entering information into computer systems. Imagine all the data companies use, like customer details, product information, or even survey answers – you'll be the one making sure it's all organized and accurate!

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What You'll Do (Key Responsibilities):

- Typing information from paper forms or other sources into computers.
- Checking your work carefully to make sure there are no mistakes

Hiring organization

Tata Consultancy Services

Date posted

April 13, 2024

Valid through

31.12.2024

APPLY NOW

(proofreading).

- Keeping track of your progress and meeting deadlines.
- Following clear instructions and asking questions if you're unsure.

What We're Looking For (Skills and Qualifications):

- Strong typing skills (at least 40 words per minute).
- A keen eye for detail – you'll be a data detective!
- Good computer skills – you'll be using our company software.
- The ability to follow instructions and work independently.
- A positive attitude and willingness to learn.

Welcome Aboard, Fresher or Experienced!

Whether you're new to the workforce or have some experience, we welcome you to apply! We provide excellent training to get you up to speed on our systems and processes.

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If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the Latest Jobs



Why Join TCS? It's More Than Just a Job!

- **Make a Difference:** Your work helps businesses run smoothly and efficiently.
- **Learn and Grow:** We offer training programs to help you develop your skills.
- **Great Work Environment:** We believe in a positive and supportive work atmosphere.
- **Competitive Benefits:** We offer competitive salaries, health insurance, and other benefits.

How to Apply:

Visit the TCS careers website <https://www.tcs.com/careers> and search for "Data Entry Assistant" positions. We look forward to hearing from you!

Ready to Make Your Mark?

Join our team and be a part of something big! As a Data Entry Assistant at TCS, you'll play a key role in helping businesses thrive. You'll have the opportunity to develop valuable skills, work in a supportive environment, and enjoy a great benefits package.

General Overview: Duties and Responsibilities

As a Data Entry Assistant, your day-to-day tasks will involve:

- Receiving data from various sources (paper forms, digital files, etc.)
- Entering the data accurately into our company software.
- Verifying the entered data for any errors (typos, missing information).
- Following established procedures to ensure data quality and consistency.
- Meeting deadlines and maintaining a good work pace.
- Communicating any issues or questions to your team leader promptly.

We believe in a collaborative work environment, so you'll be encouraged to ask questions and learn from your colleagues. There's always something new to discover in the world of data entry!

Join TCS and start your exciting journey 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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