Vedantu Careers – Job Recruitment – Data Entry Assistant Posts

Hiring organization
Vedantu

Job Location
India
Remote work from: IND

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Date posted
March 16, 2024

Valid through
31.08.2024

APPLY NOW

Base Salary
USD 12 - USD 23

Qualifications
Graduate

Employment Type
Full-time

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Description

Vedantu Recruitment 2024

Vedantu is a leading online tutoring platform that connects students with India's top teachers. We use cutting-edge technology to create a personalized and interactive learning experience for students of all ages. As a Data Entry Assistant, you'll play a vital role in supporting our academic operations and ensuring the smooth functioning of our platform.

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Vedantu Careers

Responsibilities

- Enter and organize student data, including names, grades, and course enrollments, into our internal systems with accuracy and efficiency.
- Maintain and update student records to ensure data integrity and support academic advisors.
- Assist with the categorization and filing of educational content and resources.

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Latest Jobs

Vedantu Jobs For Freshers

Skills

- Excellent typing skills and data entry experience.
- Strong attention to detail and ability to work accurately under pressure.
- Proficient in using computer applications like MS Office Suite (Word, Excel).
- Excellent communication and interpersonal skills.

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Important Links   **Find the Link in** Apply Now **Button**

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