

<https://jobable.govhelp.in/job/whitehat-jr-recruitment-2024-job-vacancy-near-me-data-entry-executive-post/>

## Whitehat JR Recruitment 2024 – Job Vacancy Near Me – Data Entry Executive Post

**Hiring organization**  
Whitehat JR

### Job Location

India  
Remote work from: IND

**Date posted**  
December 30, 2023

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**Valid through**  
31.08.2024

### Base Salary

USD 12,700 - USD 19,200

APPLY NOW

### Qualifications

12th/ Graduate

### Employment Type

Full-time

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### Description

## Whitehat JR Recruitment 2024

Whitehat JR is more than just a data entry company; we're a team of passionate professionals dedicated to providing accurate, reliable, and efficient data solutions to our clients. We operate across various industries, helping businesses of all sizes manage their data with precision and ease. As a Data Entry Executive at Whitehat JR, you'll play a vital role in this process, ensuring the integrity and accuracy of our clients' valuable information.

## Whitehat JR Careers

### Responsibilities:

- Accurately and efficiently enter data into various digital systems and databases.
- Review and verify data for completeness and accuracy, identifying and correcting any errors.
- Organize and categorize data according to established procedures and protocols.
- Maintain detailed records and track data flow to ensure transparency and accountability.
- Collaborate with other data entry personnel and departments to ensure smooth data processing.
- Stay up-to-date on data entry best practices and adapt to new technologies and systems.

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## Whitehat JR Jobs near me

### Skills:

- A high school diploma or equivalent qualification (preferred).
- Strong typing skills and an eye for detail, ensuring accuracy and precision in data entry.
- Excellent computer skills and proficiency in basic office software (e.g., Microsoft Office).
- Ability to work independently and as part of a team, collaborating effectively with diverse colleagues.
- Excellent communication and interpersonal skills, with the ability to clearly convey information and resolve issues.
- A proactive and adaptable individual with a willingness to learn and embrace new challenges.

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

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