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Wipro Job Vacancy Hiring Now – Find a Job – Data Entry Assistant

Hiring organization
Wipro

Job Location

India
Remote work from: IND

Date posted
February 5, 2024

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Valid through
31.08.2024

Base Salary

USD 20 - USD 32

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Wipro Job Vacancy Hiring Now

We are seeking a detail-oriented and organized individual to join our team as a Data Entry Assistant. In this role, you will be responsible for entering and verifying data into various systems, ensuring its accuracy and completeness. You will work closely with different teams within the organization, providing timely and reliable data support.

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Wipro Careers

Responsibilities:

- Accurately enter and update data into various systems, including databases, spreadsheets, and CRM software.
- Verify data for accuracy and completeness, identifying and correcting any errors.
- Follow established data entry procedures and guidelines to ensure consistency and quality.
- Respond to data entry requests from different departments in a timely and efficient manner.
- Maintain data confidentiality and security as per company policies.
- Perform other data-related tasks as assigned.

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Wipro Jobs Near Me

Skills:

- Strong typing skills with accuracy and speed.
- Excellent attention to detail and ability to identify errors.
- Proficient in using computers and various software applications, including Microsoft Office Suite.
- Ability to work independently and as part of a team.
- Strong communication and interpersonal skills.
- Ability to prioritize tasks and meet deadlines.

Tags:

wipro recruitment,wipro recruitment 2024,wipro latest recruitment,wipro recruitment process,wipro job recruitment 2024,wipro recruitment 2024 freshers,wipro hiring

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