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Wipro Recruitment 2024 – Latest Job – Data Entry Assistant Post

Hiring organization

Wipro

Job Location

India

Remote work from: IND

Date posted

December 30, 2023

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Valid through

31.08.2024

Base Salary

USD 19,400 - USD 25,800

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Wipro Recruitment 2024

Wipro is more than just a tech giant; it's a powerhouse of innovation and expertise, helping businesses across the globe thrive in the digital age. From cloud computing to artificial intelligence, we're at the forefront of technological advancements, shaping the future of how we work and live. As a Data Entry Assistant at Wipro, you'll play a vital role in this digital transformation, ensuring the accuracy and integrity of our vast data resources.

Wipro 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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Wipro 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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