



<https://jobfever.govhelp.in/job/data-entry-executive-swiggy-recruitment-2023-in-mumbai-agripada/>

Data Entry Executive – Swiggy Recruitment 2023 In Mumbai, Agripada

Hiring organization
Swiggy

Job Location

Agripada, 400011, Mumbai, Maharashtra, India

Date posted
June 2, 2023

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Valid through
31.12.2023

Base Salary

USD 13,000 - USD 15,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Swiggy Recruitment 2023

Job Title: Data Entry Executive

Company: Swiggy

Location: Mumbai, Agripada

Job Description:

Swiggy, a leading online food delivery platform, is currently seeking candidates for the position of Data Entry Executive. As a Data Entry Executive at Swiggy, you will play a crucial role in maintaining accurate and up-to-date data for our business operations. This is an excellent opportunity for individuals who have strong attention to detail and are proficient in data entry.

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Swiggy Jobs Near Me

Responsibilities:

1. Data Entry and Management: Accurately enter and update data into the designated systems and databases. Ensure data integrity and completeness by performing regular quality checks. Maintain confidentiality and security of sensitive information. Organize and maintain physical and electronic files for easy retrieval.

2. **Data Validation and Verification:** Verify the accuracy of data by comparing it with source documents or other references. Identify and resolve any discrepancies or errors. Cross-check data for completeness, consistency, and validity. Communicate with relevant stakeholders to obtain missing or additional information when necessary.
3. **Documentation and Reporting:** Prepare and generate reports, charts, graphs, and summaries based on the entered data. Present findings and insights to the relevant teams or management as required. Assist in data analysis and interpretation to support decision-making processes. Ensure timely and accurate reporting of data to meet internal and external requirements.

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Swiggy Careers

Requirements:

- High school diploma or equivalent. A bachelor's degree is preferred but not mandatory.
- Proven experience in data entry or a similar role is an advantage.
- Proficient in using data entry software and tools.
- Strong attention to detail and accuracy in work.
- Excellent typing speed and data entry skills.
- Familiarity with MS Office applications, especially Excel.
- Good organizational and time management skills.
- Ability to work independently and meet deadlines.
- Strong written and verbal communication skills.
- Basic knowledge of data analysis and reporting.
- Freshers with a passion for data entry and willingness to learn are encouraged to apply.

Important Links

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

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