

## Data Entry – Jio Careers 2023 In Hyderabad, Aliabad

**Hiring organization**  
Jio

### Job Location

Aliabad, 500015, Hyderabad, Telangana, India

**Date posted**  
June 1, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 13,000 - USD 18,000

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### Qualifications

12th / Graduate

### Employment Type

Full-time

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### Description

#### Jio Recruitment 2023

Job Title: Data Entry Operator

Company: Jio

Location: Hyderabad, Aliabad

Job Summary: Jio is currently hiring a Data Entry Operator to join our team in Hyderabad, Aliabad. As a Data Entry Operator, you will be responsible for accurately inputting and managing data in our systems. Your attention to detail, speed, and accuracy will contribute to the smooth and efficient operation of our data management processes.

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#### Jio Jobs Near Me

#### Responsibilities:

1. Data Entry: Enter and update data into the company's databases and systems with a high level of accuracy and attention to detail. This includes inputting customer information, product details, sales transactions, and other relevant data.
2. Data Verification: Review and verify data for accuracy and completeness. Perform regular checks and validations to ensure the integrity and reliability of the data.
3. Data Maintenance: Regularly update and maintain data records, ensuring that information is current and up to date. Identify and correct any errors or inconsistencies in the data.
4. Data Organization: Organize and categorize data in a logical and structured manner to facilitate easy retrieval and analysis. Create and maintain proper

file and folder structures for efficient data management.

5. **Data Reporting:** Prepare reports and summaries based on the entered data as required. Generate accurate and timely reports to assist in decision-making and analysis.
6. **Data Confidentiality:** Maintain strict confidentiality and security of sensitive information. Adhere to data protection and privacy policies to ensure the confidentiality of customer and company data.
7. **Documentation:** Maintain proper documentation of data entry processes and procedures. Contribute to the development and improvement of data entry guidelines and best practices.
8. **Quality Assurance:** Conduct regular quality checks to ensure data accuracy and compliance with established standards. Identify and resolve data discrepancies or issues in a timely manner.
9. **Time Management:** Prioritize and manage workload to meet deadlines and ensure timely completion of data entry tasks. Multitask effectively while maintaining a high level of accuracy and attention to detail.

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#### **Jio Careers**

#### **Requirements:**

- High school diploma or equivalent.
- Proven experience as a data entry operator or in a similar role.
- Proficient in typing and data entry skills with a focus on accuracy and speed.
- Excellent knowledge of data entry procedures and tools.
- Strong attention to detail and ability to spot errors and inconsistencies.
- Good organizational and time management skills.
- Familiarity with data confidentiality principles.
- Proficiency in using computer systems and data entry software.
- Strong verbal and written communication skills.
- Ability to work independently and as part of a team.
- Willingness to learn and adapt to new technologies and systems.

#### **Important Links**

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

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