



<https://jobfever.govhelp.in/job/flipkart-recruitment-2023-free-job-alert-data-entry-executive-job/>

Flipkart Recruitment 2023 – Free Job Alert – Data Entry Executive Job

Hiring organization
Flipkart

Job Location

India
Remote work from: Brazil

Date posted
June 2, 2023

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Valid through
31.12.2023

Base Salary

USD 15,000 - USD 18,000

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Qualifications

12th Pass / Graduate

Employment Type

Full-time

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Description

Flipkart Recruitment 2023

We are seeking a diligent and detail-oriented Data Entry Executive to join our team at Flipkart. As a Data Entry Executive, you will play a critical role in maintaining accurate and up-to-date information in our systems. Your keen eye for detail, fast typing skills, and ability to work with precision will contribute to the overall efficiency of our data management processes.

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Flipkart Jobs Near Me

Responsibilities:

1. Data Entry and Validation: Accurately enter data into our systems, ensuring completeness and accuracy. Validate and cross-check data for errors or inconsistencies. Maintain data integrity by adhering to data entry guidelines and quality standards.
2. Data Maintenance and Updates: Regularly update and maintain existing data records. Monitor and identify outdated or redundant information and take necessary steps to rectify or remove it. Collaborate with relevant teams to ensure data accuracy and completeness.
3. Documentation and Reporting: Prepare reports, summaries, and documentation based on the entered data. Assist in generating reports and presentations as required. Maintain confidentiality and security of sensitive information.

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Flipkart Careers

Requirements:

1. Strong attention to detail: The ability to work with precision and accuracy in data entry and validation. Excellent eye for detail to identify errors and inconsistencies.
2. Fast typing speed: Proficiency in typing with a high level of speed and accuracy. Familiarity with keyboard shortcuts and data entry tools is advantageous.
3. Time management: The ability to prioritize tasks and manage time effectively. Strong organizational skills to handle multiple data entry assignments and meet deadlines.

Important Links

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

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