Flipkart Recruitment 2023 – Jobs Near Me – Data Entry Staff Posts

Job Location
India
Remote work from: Brazil

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Base Salary
USD 12,000 - USD 18,000

Qualifications
12th Pass / Graduate

Employment Type
Full-time

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Hiring organization
Flipkart

Date posted
June 1, 2023

Valid through
31.12.2023

APPLY NOW

Description

Flipkart Recruitment 2023

We are looking for meticulous and detail-oriented individuals to join our team as Data Entry Staff at Flipkart. As a Data Entry Staff member, you will play a vital role in accurately entering and managing data to support various operations within our organization.

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Flipkart Jobs Near Me

Responsibilities:

1. Data Entry and Management: Enter and update data into designated systems and databases with utmost accuracy and efficiency. Verify the integrity and completeness of data, ensuring its consistency and reliability. Maintain data confidentiality and adhere to data entry standards and guidelines.
2. Quality Assurance: Perform regular quality checks on entered data to identify and rectify any errors or discrepancies. Cross-reference data with source documents to ensure accuracy and consistency. Report any data-related issues or anomalies to the relevant stakeholders for resolution.
3. Documentation and Reporting: Prepare and maintain accurate records, documents, and reports as required. Assist in organizing and archiving data for easy retrieval and reference. Generate reports and summaries based on the entered data to facilitate decision-making processes.

Flipkart Careers

Requirements:

- Excellent attention to detail and accuracy in data entry and management.
- Proficiency in using computer software and data entry tools, such as Microsoft Excel or Google Sheets.
- Strong organizational and time management skills to handle high volumes of data and meet deadlines.
- Basic analytical skills to identify and resolve data-related issues.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Effective communication skills to collaborate with team members and stakeholders.
- Ability to work independently and demonstrate reliability and accountability.

Important Links

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