



<https://jobfever.govhelp.in/job/icici-bank-careers-2023-2-years-exp-job-alerts-free-job-alert-data-entry-executive-jobs/>

## ICICI Bank Careers 2023 – 2+ Years Exp – Job Alerts – Free Job Alert – Data Entry Executive Jobs

**Hiring organization**  
ICICI Bank

### Job Location

India  
Remote work from: India

**Date posted**  
May 17, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 15,000 - USD 18,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

### Experience

2+ Years Experience Required

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### Description

#### ICICI Bank Recruitment 2023

We are currently looking for a highly organized and detail-oriented Data Entry Executive to join our team at ICICI Bank. As a Data Entry Executive, you will play a crucial role in maintaining accurate and up-to-date information in our database systems. Your strong attention to detail, ability to meet deadlines, and commitment to data integrity will contribute to the smooth and efficient operations of our organization.

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#### ICICI Bank Jobs Near Me

#### Responsibilities:

1. Data Entry and Validation: Enter a wide range of data into our database systems with precision and accuracy. Verify and validate the accuracy of data to ensure data integrity and consistency. Perform regular quality checks to identify and correct any errors or discrepancies in the data.
2. Data Maintenance and Updates: Update and maintain existing data records, including customer information, transactions, and other relevant data. Ensure that all changes and updates are recorded promptly and accurately. Collaborate with other teams to gather and input data from various sources

to maintain a comprehensive and reliable database.

3. **Data Reporting and Analysis:** Generate reports based on the entered data as per the defined requirements. Prepare periodic reports, summaries, and statistical analyses to assist in decision-making and monitoring key performance indicators. Identify trends and patterns in the data and provide insights to support business operations and decision-making processes.

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#### **ICICI Bank Careers**

#### **Requirements:**

1. **Attention to Detail:** Strong attention to detail and a high level of accuracy in data entry and validation. Ability to spot errors and inconsistencies and take appropriate actions to resolve them. Meticulousness in maintaining data integrity and ensuring data quality.
2. **Organizational Skills:** Excellent organizational and time management skills to handle multiple tasks and meet deadlines. Ability to prioritize work effectively and manage workload efficiently. Strong documentation skills to maintain comprehensive and well-organized records.
3. **Proficient Computer Skills:** Proficiency in using data entry software, spreadsheets, and other relevant tools. Familiarity with database management systems and data entry techniques. Knowledge of Microsoft Excel and other office productivity tools.

#### **Important Links**

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

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