

Jio Careers 2023 – 2+ Years Exp – Jobs Alerts – Data Entry Jobs

Hiring organization
Jio

Job Location

India
Remote work from: Brazil

Date posted
May 27, 2023

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Valid through
31.12.2023

Base Salary

USD 13,000 - USD 18,000

APPLY NOW

Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

Jio, a leading telecommunications company, is seeking enthusiastic individuals to join our team as Data Entry Operators. As a Data Entry Operator, you will play a pivotal role in maintaining accurate and up-to-date records by entering and managing data in our systems. Your attention to detail, speed, and accuracy will contribute to the efficient processing and organization of data.

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Jio Jobs Near Me

Responsibilities:

1. Data Entry: Enter data accurately and efficiently into computer systems or databases from various sources, including physical documents, electronic files, or other formats. Ensure that data is correctly formatted, organized, and classified based on established guidelines and procedures.
2. Data Verification: Review and validate the accuracy of entered data to identify and correct any errors or inconsistencies. Perform data verification checks to ensure data integrity and completeness.
3. Data Maintenance: Update and maintain data records, including adding new information, modifying existing data, and performing regular data cleaning and de-duplication activities. Ensure data confidentiality and security by following data protection protocols.

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Jio Careers

Requirements:

1. **Typing Speed and Accuracy:** Proficient typing skills with a high level of accuracy to input data swiftly and error-free. The ability to maintain speed and accuracy while handling large volumes of data is essential.
2. **Attention to Detail:** Strong attention to detail to identify errors, inconsistencies, and missing information during data entry and verification processes. The ability to spot and rectify data discrepancies is crucial.

Important Links

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

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