

Jio Careers 2023 – Freshers Jobs – Data Entry Executive Jobs

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
October 4, 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 is looking for a talented and motivated Data Entry Executive to join our team. The ideal candidate will have a strong attention to detail and be able to work quickly and accurately. In this role, you will be responsible for entering and updating data into our database, including customer records, product listings, and financial data.

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Jio Jobs Near Me

Responsibilities:

- Enter and update data into our database accurately and efficiently.
- Identify and correct any errors in the database.
- Assist with the development and implementation of new data entry procedures.
- Generate reports from the database as needed.
- Work with other departments to ensure the smooth flow of data.

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Jio Careers

Skills

- Strong attention to detail and accuracy.
- Ability to work quickly and independently.

Proficiency in Microsoft Office Suite

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

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