

Jio Careers 2023 – Jobs In Mumbai – Data Entry Executive Post

Hiring organization

Jio

Job Location

Shop No A 5, Sukh Niwas, 3rd Pasta Ln, Colaba, 400005, Mumbai, Maharashtra, India

Date posted

June 2, 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 meticulous and detail-oriented individuals to join our team as Data Entry Executives. As a Data Entry Executive at Jio, you will play a crucial role in maintaining accurate and up-to-date data for various operational and analytical purposes.

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Responsibilities:

1. Data entry and verification: Your primary responsibility as a Data Entry Executive will be to accurately enter data into designated systems and databases. This includes inputting customer information, transaction details, and other relevant data. You will also be responsible for verifying the accuracy and completeness of the entered data, ensuring adherence to quality standards and data integrity.
2. Data maintenance and organization: You will be responsible for organizing and maintaining data in an orderly and accessible manner. This involves creating and updating records, filing physical and electronic documents, and performing regular data backups. Your meticulous approach to data organization will contribute to efficient data retrieval and retrieval processes.
3. Data analysis and reporting: You will support data analysis efforts by generating reports, performing data validations, and identifying patterns or trends. You will collaborate with the data analytics team to extract meaningful insights from the collected data. Your ability to analyze data and present it in a clear and concise manner will aid in informed decision-making and process improvements.

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Jio Careers

Requirements:

- Proficiency in data entry and management, with strong attention to detail and accuracy.
- Excellent typing speed and accuracy.
- Familiarity with data entry software and tools.
- Basic knowledge of Microsoft Excel and other office productivity tools.

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

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