Jio Careers 2023 – Private Job – Data Entry Post

Job Location
India
Remote work from: Brazil

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Base Salary
USD 16,000 - USD 20,000

Qualifications
12th/Graduate

Employment Type
Full-time

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Description

Jio Recruitment 2023

As a Data Entry Specialist at Jio, you will play a crucial role in ensuring accurate and efficient data entry and management. Your attention to detail and commitment to maintaining data integrity will contribute to the smooth functioning of various departments within the organization.

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Jio Jobs Near Me

Responsibilities:

- Input and update data in the company's databases, spreadsheets, and other systems, ensuring accuracy and completeness.
- Verify and validate data for consistency and quality, identifying and correcting errors as needed.
- Assist in analyzing data to identify trends, patterns, and insights that can inform decision-making and process improvements.
- Generate reports and summaries based on collected data, presenting findings in a clear and concise manner.
- Perform regular audits and checks to ensure data accuracy, integrity, and compliance with internal guidelines and industry standards.
- Identify areas for process improvement and suggest solutions to enhance data quality and efficiency.

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Jio Careers

Requirements:

Hiring organization
Jio

Date posted
June 12, 2023

Valid through
31.12.2023

APPLY NOW

- Strong attention to detail and accuracy, with a commitment to maintaining data integrity.
- Proficiency in using data entry software, spreadsheets (e.g., Microsoft Excel, Google Sheets), and database management tools.
- Excellent typing speed and accuracy.
- Basic knowledge of data analysis techniques and reporting tools is a plus.
- Strong organizational and time management skills to handle multiple tasks and meet deadlines.
- Good communication skills to effectively collaborate with team members and stakeholders.

Important Links   **Find the Link in <u>Apply Now</u> Button**

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