Jio Careers 2023 – Private Jobs – Data Entry Executive Job

Hiring organization
Jio

Job Location
India
Remote work from: IND

Date posted
October 7, 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

The Data Entry Executive is responsible for entering and maintaining data in Jio's systems. This includes tasks such as entering new customer and account information, processing transactions, and updating existing data. The Data Entry Executive must be accurate and efficient in their work, and have a strong attention to detail.

Responsibilities:

- Enter new customer and account information into Jio's systems
- Process transactions such as recharges, bill payments, and new connections
- Update existing customer and account information
- Maintain data accuracy and integrity
- Generate reports and track data trends

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Skills:

- Excellent typing skills
- Strong attention to detail
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite

Important Links   **Find the Link in Apply Now Button**

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