

## Jio Careers 2023 - Private Jobs - Data Entry Executive Jobs

**Hiring organization**  
Jio

### Job Location

India  
Remote work from: IND

**Date posted**  
September 21, 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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