

Jio Careers 2023 – Vacancy Job Alert – Data Entry Executive Job

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
October 18, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.03.2024

Base Salary

USD 15,000 - USD 21,000

APPLY NOW

Qualifications

12th / Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

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

(adsbygoogle = window.adsbygoogle || []).push({});

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

(adsbygoogle = window.adsbygoogle || []).push({});

```
(adsbygoogle = window.adsbygoogle || []).push({});
```