

Pidilite Careers 2023 – Job Alert – Data Entry Executive Posts

Hiring organization
Pidilite

Job Location

India
Remote work from: Brazil

Date posted
June 2, 2023

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Valid through
31.12.2023

Base Salary

USD 15,000 - USD 18,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Pidilite Recruitment 2023

We are looking for a detail-oriented and efficient Data Entry Executive to join our team at Pidilite. As a Data Entry Executive, you will be responsible for entering and maintaining accurate data in our systems. Your strong attention to detail, organizational skills, and ability to handle large volumes of data will contribute to the smooth functioning of our data management processes.

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Pidilite Jobs Near Me

Responsibilities:

1. **Data Entry and Verification:** Enter and validate data accurately and efficiently into relevant systems or databases. Verify and cross-check data to ensure accuracy and completeness. Resolve any discrepancies or errors in a timely manner.
2. **Data Maintenance and Cleanup:** Regularly update and maintain existing data records. Conduct data cleanup activities to remove duplicates, errors, or outdated information. Ensure data integrity and consistency across systems.
3. **Data Analysis and Reporting:** Assist in data analysis by generating reports and extracting relevant insights. Support in preparing data visualizations and presentations to facilitate decision-making processes. Collaborate with team members to identify areas for data-driven improvements.

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Pidilite Careers

Requirements:

1. Strong attention to detail: The ability to work with precision and accuracy in data entry and verification. A keen eye for detail to identify errors or inconsistencies.
2. Organizational skills: Excellent organizational and time management skills to handle large volumes of data and meet deadlines. Proficiency in handling administrative tasks and maintaining systematic records.
3. Proficient computer skills: Familiarity with data entry software and tools. Knowledge of MS Excel or similar spreadsheet applications is essential.

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

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