

## Pidilite Careers 2023 – Jobs Alert – Data Entry Executive Post

**Hiring organization**  
Pidilite

### Job Location

India  
Remote work from: Brazil

**Date posted**  
June 5, 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 organized Data Entry Executive to join our team at Pidilite. As a Data Entry Executive, you will be responsible for accurately inputting and managing data in our systems, ensuring data integrity and efficiency. This is an excellent opportunity for individuals who have strong attention to detail, excellent typing skills, and the ability to work with large volumes of data.

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#### Pidilite Jobs Near Me

#### Responsibilities:

- Input and update data in our systems with speed and accuracy.
- Verify and review data for errors, inconsistencies, or missing information, making necessary corrections.
- Ensure data integrity and confidentiality by adhering to data entry and security protocols.
- Maintain organized and up-to-date records of data entries, ensuring easy retrieval when needed.
- Perform regular data quality checks to identify and rectify any data errors or anomalies.
- Assist in data cleaning and standardization processes to improve data accuracy and completeness.
- Conduct data analysis and generate basic reports or summaries based on predefined requirements.
- Prepare and maintain documentation related to data entry procedures, guidelines, and best practices.
- Generate routine reports and compile data for analysis or reporting purposes.

- Collaborate with team members to ensure timely and accurate submission of required reports.

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**Pidilite Careers**

**Requirements:**

- Excellent typing speed and accuracy.
- Proficiency in using data entry software and tools.
- Strong attention to detail and ability to spot errors or inconsistencies.
- Basic computer skills, including knowledge of Microsoft Office (Excel, Word).
- Good written and verbal communication skills.
- Strong organizational and time management abilities.
- Ability to work with minimal supervision and meet deadlines.

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

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