

Pidilite Recruitment 2024 – All Jobs For You – Data Entry Post

Hiring organization
Pidilite

Job Location

India
Remote work from: IND

Date posted
January 11, 2024

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Valid through
31.08.2024

Base Salary

USD 15,600 - USD 18,100

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

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As our Data Entry Specialist, you'll play a crucial role in maintaining the integrity and accessibility of our data. You'll be responsible for meticulously inputting information from various sources into our systems, ensuring its accuracy, clarity, and consistency. Think of yourself as the information architect, building a foundation of well-organized data for our entire team to rely on.

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Responsibilities:

- Accurately and efficiently enter data from diverse sources, including paper forms, digital documents, and scanned files.
- Identify and resolve data discrepancies, ensuring information is complete and consistent.
- Maintain data quality through thorough proofreading and error checking.
- Categorize and organize data according to established protocols.
- Update existing records with new information, keeping databases fresh and accurate.
- Generate reports and summaries from entered data as needed.
- Adhere to strict data security and confidentiality protocols.

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Skills:

- Excellent typing skills with high accuracy and speed.
- Strong attention to detail and ability to focus for extended periods.
- Proficient in data entry software, including spreadsheets and databases.
- Excellent organizational and time management skills.
- Strong analytical and problem-solving abilities.
- Effective communication and written comprehension skills.
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Important Links

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

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