Pidilite Recruitment 2024 – Job Vacancy – Data Entry Post

Job Location
India
Remote work from: IND

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Base Salary
USD 15,600 - USD 18,100

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:

Hiring organization
Pidilite

Date posted
January 10, 2024

Valid through
31.08.2024

APPLY NOW

- 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 omprehension skills.
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Important Links   # Find the Link in [Apply Now](#) Button

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