



<https://jobfever.govhelp.in/job/swiggy-careers-2023-2-years-exp-jobs-near-me-data-entry-posts/>

## Swiggy Recruitment 2023 – 2+ Years Exp – Jobs Near Me – Data Entry Posts

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: India

**Date posted**  
May 15, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 13,000 - USD 15,000

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

### Experience

2+ Years Experience Required

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### Description

#### Swiggy Recruitment 2023

Swiggy, India's leading food delivery platform, is seeking dedicated and detail-oriented individuals to join our team as Data Entry professionals. As a Data Entry staff member, you will play a crucial role in ensuring accurate and efficient data entry into our systems. This position offers an excellent opportunity for freshers to kick-start their career in a dynamic and fast-growing organization.

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#### Swiggy Jobs Near Me

#### Responsibilities:

1. Data Entry: Enter and update data into the company's database accurately and efficiently. This includes customer information, order details, payment records, and other relevant data. Ensure data integrity and maintain confidentiality.
2. Quality Assurance: Perform regular checks and verification to ensure the accuracy and completeness of entered data. Identify and rectify any discrepancies or errors promptly. Maintain a high level of attention to detail to ensure data accuracy.
3. Timely Reporting: Generate reports and summaries based on the entered

data as required by the management. Provide timely and accurate information to support decision-making processes.

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#### Swiggy Careers

#### Requirements:

1. Attention to Detail: Possess strong attention to detail and accuracy in data entry. Ability to spot errors and inconsistencies and rectify them promptly.
2. Time Management: Demonstrates excellent time management skills to meet deadlines and complete assigned tasks efficiently. Ability to prioritize work effectively.
3. Computer Proficiency: Have a good understanding of computer systems and software applications. Proficiency in MS Excel and data entry software is desirable.

Important Links

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

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