# Swiggy Careers 2023 – Free Job Alert – Data Entry Executive Posts

**Hiring organization**
Swiggy

**Job Location**
India
Remote work from: Brazil

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**Date posted**
June 2, 2023

**Valid through**
31.12.2023

APPLY NOW

**Base Salary**
USD 13,000 - USD 15,000

**Qualifications**
12th/Graduate

**Employment Type**
Full-time

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**Description**

### Swiggy Recruitment 2023

Swiggy, India's leading food delivery platform, is looking for dedicated and detail-oriented individuals to join our team as Data Entry Executives. As a Data Entry Executive at Swiggy, you will play a crucial role in maintaining accurate and up-to-date data for efficient order processing and customer satisfaction.

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**Swiggy Jobs Near Me**

**Responsibilities:**

1. Order data entry: Your primary responsibility as a Data Entry Executive will be to accurately enter customer order details into our system. This includes capturing order information, customer preferences, delivery addresses, and any special instructions. You will ensure that all data is entered promptly and without errors, contributing to seamless order processing and timely delivery.
2. Data verification and quality assurance: You will be responsible for verifying the accuracy and completeness of entered data, cross-referencing it with supporting documents and customer feedback. This involves conducting quality checks to identify any inconsistencies or discrepancies and rectifying them promptly. Your attention to detail and commitment to data integrity will help maintain high-quality standards in our operations.
3. Data management and reporting: You will assist in organizing and

maintaining data in our systems, ensuring data is properly categorized, labeled, and stored. You will also generate reports and perform data analysis as required. Your ability to generate meaningful insights from the data and present them in a clear and concise manner will aid in decision-making and process improvements.

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**Swiggy Careers**

**Requirements:**

- Proficiency in data entry with excellent typing speed and accuracy.
- Attention to detail and ability to handle large volumes of data.
- Familiarity with data entry software and tools.
- Basic knowledge of Microsoft Excel and other office productivity tools.
- Strong organizational skills and ability to prioritize tasks.

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

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