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Swiggy Careers 2023 – Jobs Near Me – Data Entry Executive Post

Hiring organization
Swiggy

Job Location

India
Remote work from: Brazil

Date posted
June 1, 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

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Description

Swiggy Recruitment 2023

We are currently seeking a meticulous and detail-oriented individual to join our team as a Data Entry Executive at Swiggy. As a Data Entry Executive, you will play a vital role in ensuring accurate and efficient data entry and management processes. This is an excellent opportunity for an enthusiastic professional who thrives in a fast-paced environment and has a strong eye for detail.

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Swiggy Jobs Near Me

Responsibilities:

- Enter data accurately and promptly into designated systems, following established guidelines and procedures.
- Verify and cross-check data for completeness, correctness, and integrity, ensuring high-quality standards.
- Update and maintain databases, ensuring data integrity and security.
- Assist in cleaning and purging outdated or redundant data to optimize data management processes.
- Generate reports and summaries based on the entered data, using appropriate software and tools.
- Collaborate with cross-functional teams to gather data and ensure accurate and timely reporting.

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Swiggy Careers

Requirements:

- Strong attention to detail and accuracy in data entry and verification.
- Proficient in using office software, including MS Excel, Word, and data entry systems.
- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Strong verbal and written communication skills, with the ability to collaborate with team members.
- Ability to maintain confidentiality and handle sensitive information with discretion.

Important Links Familiarity with basic data management principles and best practices. **Find the Link in [Apply Now](#) Button**

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