



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

## Swiggy Careers 2023 – Jobs Near Me – Data Entry Staff Posts

**Hiring organization**  
Swiggy

### Job Location

India  
Remote work from: IND

**Date posted**  
July 12, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 11,500 - USD 17,500

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### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

#### Swiggy Recruitment 2023

The Data Entry Staff is responsible for entering data into Swiggy's computer systems. The ideal candidate will have strong attention to detail and be able to work independently and as part of a team.

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#### Swiggy Jobs Near Me

#### Responsibilities:

- Enter data into Swiggy's computer systems accurately and efficiently
- Verify and log receipt of data
- Transcribe source data into the required electronic format
- Transfer information from paper formats into computer files using keyboards, data recorders, or optical scanners
- Compile and sort documents for data entry
- Perform other data entry tasks as assigned

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#### Swiggy Careers

#### Requirements:

- Strong attention to detail

- Excellent typing skills
- Ability to work independently and as part of a team

Proficiency in Microsoft Office Suite

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

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