



<https://jobfever.govhelp.in/job/swiggy-recruitment-2023-2-years-exp-online-jobs-free-job-alert-data-entry-staff-posts/>

Swiggy Recruitment 2023 – 2+ Years Exp – Online Jobs – Free Job Alert – Data Entry Staff Posts

Hiring organization

Swiggy

Date posted

May 18, 2023

Valid through

31.12.2023

APPLY NOW

Job Location

India

Remote work possible

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Base Salary

USD 13,000 - USD 15,000

Qualifications

12th/Graduate

Employment Type

Full-time

Experience

2+ Years Experience Required

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Description

Swiggy Recruitment 2023

Swiggy, a leading online food delivery platform, is seeking detail-oriented and efficient individuals to join our team as Data Entry Staff. As a Data Entry Staff member, you will play a vital role in maintaining accurate and up-to-date information in our systems. Your attention to detail, speed, and commitment to quality will contribute to the seamless operation of our data management processes.

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Swiggy Jobs Near Me

Responsibilities:

1. Data Entry: Enter and update data accurately and efficiently in designated systems and databases. Ensure the integrity and consistency of the data by performing regular quality checks. Verify and validate data for completeness and accuracy.
2. Documentation and Record Keeping: Assist in organizing and maintaining electronic and physical records. Ensure proper filing and documentation of relevant information. Retrieve and compile data from various sources as required. Maintain confidentiality and handle sensitive data with utmost care.

3. **Data Validation and Cleanup:** Review and validate data for inconsistencies or errors. Identify and rectify data discrepancies through research and analysis. Collaborate with other teams to resolve data-related issues and ensure data accuracy.

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Swiggy Careers

Requirements:

1. **Attention to Detail:** Strong attention to detail to accurately enter and verify data. Ability to spot errors and inconsistencies and take necessary corrective actions. Keen eye for accuracy and precision in data entry.
2. **Computer Proficiency:** Proficient in using MS Office applications, especially Excel. Familiarity with data entry tools and software is a plus. Good typing speed and knowledge of keyboard shortcuts to improve data entry efficiency.
3. **Time Management and Prioritization:** Ability to manage time effectively and prioritize tasks based on deadlines and importance. Strong multitasking skills to handle multiple projects simultaneously. Ability to work under minimal supervision and meet productivity targets.

Important Links

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

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