Tata Motors Recruitment 2023 – Jobs For Freshers – Data Entry Executive Post

Hiring organization
Tata Motors

Date posted
July 20, 2023

Valid through
31.12.2023

APPLY NOW

Job Location
India
Remote work from: IND

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Base Salary
USD 12,000 - USD 18,000

Qualifications
12th Pass / Graduate

Employment Type
Full-time

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Description

Tata Motors Recruitment 2023

Tata Motors is seeking meticulous and dedicated individuals to join our team as Data Entry Executives. As a Data Entry Executive, you will play a vital role in maintaining the accuracy and integrity of data within our organization. This position requires a high level of attention to detail and proficiency in data entry techniques.

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Tata Motors Jobs Near Me

Responsibilities:

1. Data Entry: Accurately and efficiently enter data into our systems, ensuring precision and timeliness. This includes inputting various types of information, such as customer details, product records, inventory data, and other relevant information. Verify and validate data to ensure accuracy and completeness.
2. Data Maintenance and Cleaning: Regularly review and clean up existing data to remove errors, duplicates, and outdated information. Perform data quality checks to identify and rectify inconsistencies. Collaborate with relevant teams to update and enhance data standards and processes.
3. Reporting and Analysis: Generate routine reports and summaries based on the entered data, highlighting key trends and insights. Collaborate with the data analysis team to support data-driven decision-making processes. Assist in identifying areas for process improvement and suggest solutions to enhance efficiency and accuracy.

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Tata Motors Careers

Requirements:

1. Attention to Detail: Exceptional attention to detail is crucial to maintain data accuracy and integrity. The ability to spot errors and inconsistencies is essential for ensuring high-quality data entry.
2. Organizational Abilities: Strong organizational and time management skills are necessary to handle multiple tasks and meet deadlines. The ability to prioritize work effectively is crucial in a fast-paced environment.
3. Proficiency in Data Entry: Demonstrated proficiency in data entry techniques and tools is required. Familiarity with data entry software and knowledge of keyboard shortcuts are advantageous. Typing speed and accuracy are essential for this role.

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

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