

Zomato Careers 2023 – Freshers Job – Data Entry Executive Post

Hiring organization

Zomato

Job Location

India

Remote work from: IND

Date posted

September 11, 2023

Valid through

31.12.2023

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Base Salary

USD 12,000 - USD 18,000

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Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Zomato Recruitment 2023

The Data Entry Executive is responsible for entering data into Zomato's computer systems. This includes tasks such as entering restaurant menus, customer reviews, and other food-related data. The Data Entry Executive must be a highly accurate and detail-oriented individual with excellent typing skills.

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Responsibilities:

- Enter data into Zomato's computer systems
- Verify data for accuracy
- Resolve data entry errors
- Maintain accurate records of data entry activities
- Other duties as assigned

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Zomato Careers

Requirements:

- Excellent typing skills
- Strong attention to detail

- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Experience with data entry software

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