

Zomato Careers 2023 – Private Jobs – Data Entry Posts

Job Location

India
Remote work from: Brazil

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Base Salary

USD 15,000 - USD 18,000

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Zomato Recruitment 2023

Join Zomato as a Data Entry Operator and play a crucial role in ensuring accurate and efficient data management. As a Data Entry Operator, you will be responsible for entering and maintaining data related to restaurants, menus, orders, and other relevant information in the system.

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Zomato Jobs Near Me

Responsibilities:

1. Data Entry: Accurately enter and update data in the system, ensuring data integrity, consistency, and confidentiality. This includes entering information about new restaurants, updating menu items, and managing order-related data. Pay meticulous attention to detail to ensure accuracy in all data entry tasks.
2. Data Verification and Validation: Verify and validate data to ensure its accuracy and completeness. Cross-reference information from various sources to ensure consistency and resolve any discrepancies. Maintain data quality standards by conducting regular checks and audits.
3. Data Maintenance and Reporting: Regularly update and maintain the database by adding new information, modifying existing records, and archiving outdated data. Generate reports and analyze data to provide insights to relevant teams, support decision-making processes, and

Hiring organization

Zomato

Date posted

June 21, 2023

Valid through

31.12.2023

APPLY NOW

contribute to operational efficiency.

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Zomato Careers

Requirements:

- Strong attention to detail and excellent accuracy in data entry.
- Proficiency in using computers and familiarity with spreadsheet software (e.g., Microsoft Excel, Google Sheets).
- Good typing speed and ability to enter data quickly and accurately.
- Basic knowledge of data validation and quality control techniques.
- Strong organizational and time management skills to prioritize tasks effectively.
- Excellent communication skills, both written and verbal.
- Ability to work independently and meet deadlines.
- Flexibility and adaptability to handle changing priorities and work under

Important Links

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

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