Zomato Careers 2023 – Private Jobs – Data Entry Staff 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

We are looking for a meticulous and detail-oriented Data Entry Staff to join our team at Zomato. As a Data Entry Staff member, you will play a vital role in maintaining accurate and up-to-date information in our systems. Your strong attention to detail, organizational skills, and ability to work efficiently will contribute to the smooth operation of our data management processes.

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Zomato Jobs Near Me

Responsibilities:

- Enter and update data accurately and efficiently into our database systems.
- Verify the accuracy of existing data and make necessary corrections or updates.
- Perform regular quality checks to identify and resolve any discrepancies or errors in the data.
- Follow established procedures to maintain data integrity and consistency.
- Maintain proper documentation and filing systems for easy retrieval of data.
- Generate reports and summaries based on the collected data as required.

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Zomato Careers

Hiring organization
Zomato

Date posted
June 14, 2023

Valid through
31.12.2023

APPLY NOW

Requirements:

- Strong attention to detail and accuracy in data entry and management.
- Excellent organizational skills and ability to handle multiple tasks effectively.
- Proficient in using computer applications, including MS Excel and data entry software.
- Strong problem-solving skills and ability to identify and resolve data-related issues.
- Good written and verbal communication skills for effective collaboration with the team.
- Ability to work independently and meet deadlines with minimal supervision.

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

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