



<https://govhelp.in/job/amul-recruitment-2023-free-job-alert-data-entry-executive-post/>

Amul Recruitment 2023 – Free Job Alert – Data Entry Executive Post

Job Location

India
Remote work from: Brazil

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Base Salary

USD. 10,500 - USD. 15,500

Qualifications

12th, Graduate.

Employment Type

Full-time

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Description

Amul Recruitment 2023

Join Amul as a Data Entry Executive and contribute to the efficient management and organization of data in one of the leading dairy companies in India. As a Data Entry Executive, you will play a crucial role in maintaining accurate and up-to-date information, ensuring the smooth operation of data entry processes, and supporting various departments in their data-related needs. This is an excellent opportunity to kick-start your career and contribute to the success of a renowned brand.

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Amul Jobs Near Me

Responsibilities:

1. Data Entry and Verification: Enter data accurately and efficiently into computer systems and databases. Verify the accuracy and completeness of data entries, cross-checking against source documents. Maintain high levels of data quality and integrity. Handle large volumes of data entry tasks with attention to detail and precision.
2. Data Management and Organization: Organize and maintain electronic and physical records in a systematic manner. Sort, compile, and organize data for easy retrieval and analysis. Ensure proper filing and documentation of data. Regularly update and clean databases to eliminate errors and redundancies.
3. Reporting and Analysis: Generate reports and summaries based on the entered data as required by various departments. Assist in data analysis

Hiring organization

Amul

Date posted

June 15, 2023

Valid through

31.12.2023

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and interpretation, providing meaningful insights to support decision-making processes. Collaborate with team members to identify data trends, patterns, and areas for improvement.

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Amul Work From Home Jobs

Skills:

1. **Data Entry Skills:** Proficiency in accurate and efficient data entry. Strong attention to detail and ability to maintain data quality and integrity. Fast and accurate typing skills. Familiarity with data entry software and tools.
2. **Organizational Skills:** Excellent organizational and time management skills. Ability to prioritize tasks, manage multiple assignments, and meet deadlines effectively. Strong documentation and record-keeping abilities.
3. **Computer Skills:** Proficiency in using computer applications and software, including MS Office (Word, Excel, PowerPoint). Familiarity with database management systems. Ability to adapt to new software and tools quickly.

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

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