Data Entry Assistant – Zomato Recruitment 2023 In Mumbai, Bangur Nagar

Job Location
Bangur Nagar, 400090, Mumbai, Maharashtra, India

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Base Salary
USD. 10,000 - USD. 16,500

Qualifications
12th Passed, Graduate.

Employment Type
Full-time

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Description

Zomato Recruitment 2023

Job Title: Data Entry Assistant

Location: Mumbai, Bangur Nagar

Job Description:

Zomato, a leading online food delivery and restaurant discovery platform, is seeking a detail-oriented and efficient Data Entry Assistant to join our team at our Mumbai, Bangur Nagar location. As a Data Entry Assistant, you will play a crucial role in maintaining accurate and organized data related to our restaurant partners and menu items. This is an exciting opportunity to contribute to the seamless functioning of our platform and ensure a delightful experience for our customers.

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Zomato Jobs Near Me

Responsibilities:

1. Data Entry and Verification: Accurately enter and update restaurant information, menu items, prices, and other relevant data into our system. Verify the accuracy and completeness of the entered data to ensure consistency and quality. Regularly review and correct any errors or discrepancies in the data.
2. Data Maintenance and Organization: Organize and maintain databases,

Hiring organization
Zomato

Date posted
June 2, 2023

Valid through
31.12.2023

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files, and records to ensure easy retrieval and access to information. Regularly update and cleanse the data to eliminate duplicate or outdated entries. Collaborate with the team to develop and implement efficient data management processes.

3. Timely Reporting: Prepare and generate reports based on the entered data, highlighting key metrics and trends. Assist in analyzing data to identify areas for improvement or optimization. Provide regular updates on data-related activities and progress to the team.

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Zomato Work From Home Jobs

Qualifications:

- Strong attention to detail and accuracy in data entry and verification.
- Proficient typing and data entry skills, with a focus on speed and efficiency.
- Excellent organizational skills to effectively manage and maintain large volumes of data.
- Proficiency in using spreadsheet software such as Microsoft Excel or Google Sheets.
- Basic computer literacy and familiarity with data management systems or tools.
- Good communication skills to collaborate with team members and seek clarifications when needed.
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.

Important Links

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

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