



<https://govhelp.in/job/maruti-suzuki-careers-find-a-job-latest-job-for-data-entry-executive/>

Maruti Suzuki Careers – Find a Job – Latest Job For Data Entry Executive

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD. 13 - USD. 21

Qualifications

12th Pass, Graduate, Post Graduate

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Employment Type

Full-time

Description

Maruti Suzuki Recruitment 2024

Are you a detail-oriented individual with a knack for accuracy? Do you thrive in a fast-paced environment where your contributions directly impact a leading automotive brand? If so, then a career as a Data Entry Executive at Maruti Suzuki might be the perfect fit for you!

Maruti Suzuki Jobs Near Me

Maruti Suzuki, a household name in India, is a renowned automobile manufacturer known for its reliable and fuel-efficient vehicles. With a commitment to excellence and a focus on innovation, Maruti Suzuki offers a dynamic work environment where you can contribute to the success of a brand that millions trust.

Summary

In this role, you'll play a vital role in ensuring the accuracy and integrity of our data. You'll be responsible for entering and managing a high volume of data from various sources into our digital systems. This includes tasks like transcribing information from physical documents, verifying data for accuracy, and maintaining organized electronic filing systems.

Your meticulous attention to detail and ability to work independently will be instrumental in keeping our operations running smoothly. As a Data Entry Executive

Hiring organization

Maruti Suzuki

Date posted

March 21, 2024

Valid through

31.12.2024

APPLY NOW

at Maruti Suzuki, you'll have the opportunity to contribute to a fast-paced and ever-evolving environment, all while working for a company that values its employees.

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Key Responsibilities

- Accurately enter data from various sources (paper forms, online applications, etc.) into our designated software programs.
- Verify the accuracy of entered data by cross-checking information with source documents and established protocols.
- Classify and categorize data according to predefined criteria to ensure efficient organization and retrieval.
- Maintain and update existing data records by making necessary corrections and additions.
- Perform data quality checks to identify and rectify any errors or inconsistencies.
- Adhere to all company data security and privacy policies to safeguard sensitive information.
- Generate reports and summaries from the entered data as needed.
- Assist with data migration projects and system conversions as required.
- Maintain a clean and organized work area to promote efficiency and productivity.

Required Skills and Qualifications

- Excellent typing skills with a high degree of accuracy and speed (minimum 40 WPM).
- Strong attention to detail and the ability to identify and rectify errors.
- Proficient in computer skills, including familiarity with data entry software, Microsoft Office Suite (Word, Excel), and basic database management.
- Excellent organizational skills with the ability to prioritize tasks and meet deadlines efficiently.
- Strong communication and interpersonal skills to effectively collaborate with team members.
- Ability to work independently while adhering to established procedures and guidelines.

Experience

This role is open to both freshers and experienced candidates.

- Freshers with strong academic qualifications (minimum graduation in any stream) and a demonstrably keen interest in data management are encouraged to apply.
- Candidates with 1-2 years of experience in data entry or a related field will be given preference.

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Why Join Maruti Suzuki

Maruti Suzuki offers a rewarding work environment that fosters growth and development. Here are some of the benefits you can expect as a Data Entry Executive:

- Competitive salary and benefits package.
- Opportunities for professional development and skill enhancement through training programs.
- Work in a dynamic and fast-paced environment with a team of passionate individuals.
- Be part of a leading automobile brand that shapes the Indian automotive landscape.
- Build a fulfilling career with a company that values its employees and their contributions.

Application Process

Interested candidates can submit their resumes online through the Maruti Suzuki careers portal.

Motivate to Join

Are you ready to embark on a rewarding career with a company that values precision and efficiency? If you possess a keen eye for detail and a commitment to accuracy, then we encourage you to apply! Join Maruti Suzuki and be a part of a team that drives innovation and sets the standard for excellence in the Indian automotive industry.

General Overview

As a Data Entry Executive at Maruti Suzuki, you'll play a crucial role in ensuring the smooth functioning of our operations. Your accuracy, efficiency, and commitment to data integrity will be instrumental in supporting the company's growth and success. We offer a competitive work environment with opportunities for professional development, making this an ideal position for individuals seeking a rewarding career in the automotive industry.

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Important Links

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