



<https://govhelp.in/job/rapido-recruitment-2023-jobs-for-freshers-data-entry-executive-post/>

Rapido Careers 2023 – Jobs For Freshers – Data Entry Executive Post

Hiring organization
Rapido

Job Location

India
Remote work possible

Date posted
May 25, 2023

Valid through
31.12.2023

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Base Salary

USD. 11,000 - USD. 17,200

APPLY NOW

Qualifications

12th Pass, Graduation.

Employment Type

Full-time

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Description

Rapido Recruitment 2023

As a data entry executive, you will be responsible for entering and managing data in various computer systems and databases. Your primary goal will be to ensure the accuracy, completeness, and integrity of data while maintaining high levels of confidentiality and data security. You will work closely with other teams to input, organize, and maintain data records that support the organization's operations and decision-making processes.

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Rapido Jobs Near Me

Responsibilities:

- Enter and update data accurately and efficiently into computer systems and databases.
- Verify the accuracy and completeness of data by reviewing and comparing it to source documents.
- Identify and correct any errors or discrepancies in data entry, ensuring data integrity.
- Ensure data confidentiality and maintain high levels of data security and privacy.
- Prepare and sort data for entry, ensuring that it is organized and easily accessible.
- Generate and maintain reports on data entry activities, including error rates

and productivity metrics.

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Rapido Careers

Qualifications:

- High school diploma or equivalent (additional certifications or relevant education is a plus).
- Proven experience as a data entry operator or in a similar role.
- Excellent typing speed and accuracy.
- Proficient in using data entry software, spreadsheets, and database systems.
- Strong attention to detail and ability to spot errors or inconsistencies in data.
- Good organizational skills to manage large volumes of data efficiently.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.

Important Links

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

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