



<https://govhelp.in/job/tata-capital-recruitment-2023-work-from-home-data-entry-cum-back-office-post/>

Tata Capital Recruitment 2023 – Work From Home – Data Entry Cum Back Office Post

Hiring organization

Tata Capital

Job Location

Mumbai, Maharashtra, India
Remote work from: India

Date posted

March 18, 2023

Valid through

31.12.2025

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Base Salary

USD. 12,500 - USD. 18,000

APPLY NOW

Qualifications

Graduate, 12th Passed

Employment Type

Full-time, Work From Home

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Description

Tata Capital Recruitment 2023

The Data Entry cum Back Office is responsible for the data entry and data management of the company.

Tata Capital Careers

Responsibilities:

- Entering data into the computer system accurately and completely
- Updating and maintaining records
- Processing documents and forms

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Tata Capital Jobs Near Me

Qualifications:

- High school diploma
- 1 year of experience in data entry or back office work
- Ability to handle repetitive tasks

Important Links

Find the Link in [Apply Now](#)

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