



<https://govhelp.in/job/tata-steel-recruitment-2023-job-card-data-entry-post/>

Tata Steel Careers 2023 – Job Card – Data Entry Post

Job Location

India
Remote work from: India

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Base Salary

USD. 10,500 - USD. 17,200

Qualifications

Graduate, 12th Pass.

Employment Type

Full-time

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Description

Tata Steel Recruitment 2023

As a Data Entry Clerk, your main responsibility will be to accurately input and update data into computer systems and databases. You will work with various types of information, such as numerical, alphabetical, and alphanumeric data. Attention to detail and accuracy are critical in this role to ensure the integrity and quality of the data. Your efficient and organized work will contribute to the smooth operation of the organization.

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Tata Steel Jobs Near Me

Responsibilities:

- Input data from various sources into computer systems with a high level of accuracy.
- Verify the accuracy of entered data by reviewing, comparing, and correcting discrepancies.
- Identify and report any errors or issues encountered during data entry.
- Ensure data integrity by adhering to established data entry procedures and protocols.
- Perform regular data cleaning and validation to eliminate errors or duplications.
- Update and modify existing data records as required.
- Scan and upload physical documents into digital databases.
- Create and maintain electronic files and folders for efficient data retrieval.

Hiring organization

Tata Steel

Date posted

May 20, 2023

Valid through

31.12.2023

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- Sort and organize documents to facilitate easy access and retrieval.

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Tata Steel Careers

Qualifications:

- High school diploma or equivalent qualification.
- Proven experience in data entry or a similar administrative role is preferred.
- Excellent typing speed and accuracy.
- Proficient in using computer applications and data entry software.
- Strong attention to detail and ability to maintain accuracy while working with repetitive tasks.
- Good organizational and time management skills.
- Ability to work independently with minimal supervision.
- Strong written and verbal communication skills.

Important Links

Find the Link in [Apply Now](#)

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