



<https://govhelp.in/job/vi-recruitment-2023-jobs-near-me-data-entry-executive-post/>

VI Recruitment 2023 – Jobs Near Me – Data Entry Executive Post

Job Location

India
Remote work from: Brazil

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Base Salary

USD. 11,000 - USD. 17,000

Qualifications

12th Pass, Graduation.

Employment Type

Full-time

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Description

VI Recruitment 2023

Join VI as a Data Entry Executive and be a part of our dedicated team responsible for accurately entering and managing data in our systems. As a Data Entry Executive, you will play a vital role in ensuring the integrity and quality of our data, contributing to the smooth functioning of various business processes. This is an excellent opportunity to kickstart your career in data management and make a valuable impact in a dynamic and fast-paced environment.

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VI Jobs Near Me

Responsibilities:

1. Data Entry and Validation: Enter data accurately and efficiently into the designated systems or databases following established guidelines and procedures. Verify the accuracy and completeness of the data entered, performing regular quality checks to maintain data integrity. Resolve any discrepancies or errors encountered during data entry and collaborate with relevant teams to rectify the issues.
2. Data Maintenance and Organization: Organize and maintain data records and files in a systematic and structured manner for easy retrieval and reference. Update and modify existing data as required, ensuring consistency and adherence to data management standards. Collaborate with team members to streamline data entry processes and identify opportunities for process improvement.

Hiring organization

VI

Date posted

June 15, 2023

Valid through

31.12.2023

APPLY NOW

3. **Data Analysis and Reporting:** Assist in analyzing and interpreting data to generate meaningful insights and reports. Prepare data reports and summaries as per the specified requirements, ensuring accuracy and timeliness. Collaborate with stakeholders to understand their data needs and provide support in generating customized reports or data extracts.

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VI Careers

Skills:

1. **Attention to Detail:** Strong attention to detail and accuracy in data entry to ensure error-free and reliable data records. Ability to spot inconsistencies or anomalies in data and take appropriate corrective measures.
2. **Time Management:** Excellent time management skills to meet deadlines and manage multiple tasks effectively. Ability to prioritize work based on urgency and importance while maintaining the quality of data entry.
3. **Computer Proficiency:** Proficient in using computer applications and software for data entry, such as Microsoft Excel or dedicated data entry software. Familiarity with basic keyboard shortcuts and typing skills to ensure efficient and swift data entry.

Important Links Find the Link in [Apply Now](#)

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