Airtel Recruitment 2024 – Jobs Near Me – Data Entry Executive Post

Job Location
India
Remote work from: IND

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Base Salary
USD 12,000 - USD 16,000

Qualifications
12th/Graduate

Employment Type
Full-time

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Hiring organization
Airtel

Date posted
January 11, 2024

Valid through
31.08.2024

APPLY NOW

Description

Airtel Recruitment 2024

As a Data Entry Executive at Airtel, you'll be the silent orchestrator behind countless connections. From accurately logging call records and plan activations to entering customer details and maintaining databases, your meticulous work will lay the foundation for smooth communication and delightful customer experiences.

Airtel Jobs near me

Responsibilities:

- **Accuracy is paramount:** Enter data meticulously, including customer information, call records, plan activations, and other vital details, ensuring complete and error-free records.
- **Master of organization:** Manage databases efficiently, update information promptly, and maintain a well-organized workspace for seamless data retrieval and reporting.
- **Compliance champion:** Adhere to data security protocols and internal guidelines, handling sensitive information with utmost confidentiality.

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Airtel Careers

Skills:

- **Strong computer skills:** Proficient in using office software (MS Office Suite) and data entry tools.
- **Typing speed and accuracy:** Excellent typing speed with an emphasis on accuracy and attention to detail.
- **Organizational skills:** The ability to prioritize tasks, manage deadlines, and maintain a well-organized workspace.
- **Communication skills:** Clear and concise written communication to interact effectively with colleagues and teams.
- **Passion for learning:** An eagerness to learn new processes and adapt to evolving data entry requirements.

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

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