Data Entry Executive In IndiGo – Fast Job – Jobs Vacancy For Freshers

Hiring organization
IndiGo

Date posted
January 22, 2024

Valid through
31.08.2024

APPLY NOW

Job Location
India
Remote work from: IND

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Base Salary
USD 14 - USD 20

Qualifications
12th/Graduate

Employment Type
Full-time

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Description

Data Entry Executive In IndiGo

As a Data Entry Executive at IndiGo, you'll be the guardian of accuracy, laying the foundation for efficient operations with your meticulous focus. You'll handle a diverse range of tasks, from inputting customer information and inventory details to processing invoices and updating billing records. Your dedication to precision and unwavering focus will be instrumental in maintaining data integrity, enhancing efficiency, and driving IndiGo's mission of democratizing air travel for all.

IndiGo Jobs near me

Responsibilities:

- **Become the data champion:** Input customer information, flight details, inventory levels, pricing data, and other crucial details into our systems with pinpoint accuracy, ensuring consistency and completeness.
- **Invoice maestro:** Handle purchase orders, invoices, and other financial documents efficiently, ensuring timely processing and adherence to internal procedures.
- **Accuracy guardian:** Conduct regular data audits and checks to identify and rectify discrepancies, maintaining data integrity and reliability.
- **Customer care champion:** Update customer information accurately, respond to inquiries promptly, and contribute to seamless customer service efforts by ensuring accurate data availability.
- **Tech-savvy navigator:** Utilize your computer skills and proficiency in data entry software to navigate systems efficiently and contribute to a

streamlined workflow.

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IndiGo Careers

Skills:

- Excellent typing skills and proficiency in data entry software.
- Meticulous attention to detail and a commitment to accuracy.
- Strong computer skills and Microsoft Office Suite proficiency.
- Ability to work independently and as part of a team.

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