Data Entry Executive Jobs – Job Search – Job Vacancy In ITC Company

Hiring organization
ITC Limited

Job Location
India
Remote work from: IND

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Date posted
January 24, 2024

Valid through
31.08.2024

APPLY NOW

Base Salary
USD 12 - USD 18

Qualifications
12th/Graduate

Employment Type
Full-time

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Description

ITC Recruitment

In this crucial role, you'll play a vital part in maintaining accurate and up-to-date records within ITC. Your focus will be on meticulously entering and processing data, ensuring its integrity and accessibility for various departments.

ITC Jobs near me

Responsibilities:

- **Accurate Data Entry:** Key in various types of data into designated computer systems, adhering to company guidelines and established procedures.
- **Data Verification & Cross-checking:** Thoroughly review and verify entered data for accuracy and completeness, identifying and correcting any inconsistencies.
- **Data Management & Organization:** Maintain and update databases, file documents electronically, and ensure efficient data organization for ease of retrieval.
- **Reporting & Documentation:** Prepare reports and summaries based on entered data, and maintain accurate documentation of tasks and processes.
- **Adherence to Quality Standards:** Prioritize accuracy and efficiency, following established quality control procedures to ensure data integrity.

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ITC Careers

Skills:

- **Typing Proficiency:** Possess excellent typing skills with high accuracy and speed (minimum 40 wpm preferred).
- **Attention to Detail:** Have a keen eye for accuracy and a meticulous approach to ensuring data is entered and verified correctly.
- **Computer Literacy:** Proficient in using various computer applications and data entry software.
- **Organizational & Time Management Skills:** Efficiently manage multiple tasks simultaneously, prioritize workload, and meet deadlines consistently.
- **Good Communication Skills:** Communicate effectively with colleagues and supervisors, ask clarifying questions when needed, and report any potential issues promptly.

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

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