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Data Entry Executive – Latest Job Notification – Airtel Careers For Freshers

Hiring organization
Airtel

Job Location

India
Remote work from: IND

Date posted
February 27, 2024

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Valid through
31.08.2024

Base Salary
USD 15 - USD 22

APPLY NOW

Qualifications
12th/Graduate

Employment Type
Full-time

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Description

Data Entry Executive

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.

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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.

Tags: Airtel recruitment, job opportunities, career, hiring, job search, job application, Airtel careers, work at Airtel , job openings, job vacancies, job opportunities at Airtel , Airtel jobs, Airtel recruitment 2024, Airtel hiring 2024

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