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Flipkart Data Entry Executive Jobs – Remote Jobs – Urgent Hiring In Flipkart

Hiring organization
Flipkart

Job Location

India
Remote work from: IND

Date posted
January 27, 2024

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Valid through
31.08.2024

Base Salary
USD 16 - USD 20

APPLY NOW

Qualifications
12th/Graduate

Employment Type
Full-time

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Description

Flipkart Recruitment

As a Data Entry Executive, you'll play a crucial role in maintaining the accuracy and integrity of Flipkart's vast data ecosystem. You'll be responsible for inputting product information, customer details, order data, and other vital information into our systems, ensuring smooth operations and seamless customer experiences.

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Responsibilities:

- Accurately and efficiently enter data from various sources, including scanned documents, online forms, and handwritten notes.
- Maintain data consistency by adhering to established formats and guidelines.
- Identify and rectify data errors to ensure data accuracy and completeness.
- Update and maintain databases with relevant information.
- Generate reports and perform data analysis tasks as required.
- Collaborate with other teams to ensure data integrity and timely processing.

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Flipkart Careers

Skills:

- Excellent typing skills with a high level of accuracy (minimum 40 words per minute).
- Strong attention to detail and ability to identify and correct errors.
- Proficiency in data entry software (MS Excel, Google Sheets).
- Ability to work independently and meet deadlines.
- Excellent communication and interpersonal skills.
- Strong analytical and problem-solving skills.

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

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