IndiGo Recruitment 2024 – Free Job Alerts – Data Entry Executive Post

Job Location

India
Remote work from: IND

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Base Salary

USD 15,000 - USD 20,000

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

IndiGo Recruitment 2024

IndiGo, India's leading low-cost carrier, is seeking a meticulous and efficient Data Entry Executive to join our dynamic team. In this crucial role, you will be the backbone of our information accuracy, ensuring smooth flight operations and delighted passengers.

IndiGo Jobs near me

Responsibilities:

- **Maintain accurate and organized records:**
    - Enter flight booking and passenger information into designated systems with speed and precision.
    - Update and verify customer details, ensuring data integrity and compliance.
    - Process daily reports and invoices, adhering to established guidelines.
- **Optimize efficiency and data flow:**
    - Classify and prioritize data entry tasks to meet time-sensitive deadlines.
    - Communicate discrepancies and potential errors to relevant departments for timely resolution.
    - Assist with data analysis and reporting tasks as needed.
- **Contribute to a positive team environment:**
    - Collaborate effectively with colleagues within operations and other

Hiring organization
IndiGo

Date posted
January 11, 2024

Valid through
31.08.2024

APPLY NOW

       departments.
- Maintain a positive and helpful attitude, ensuring a smooth workflow.
- Adhere to company policies and procedures for a safe and secure work environment.

IndiGo Careers

Skills:

- Excellent typing skills with high accuracy and speed.
- Strong attention to detail and ability to identify and rectify errors.
- Proficient in basic computer skills and data entry software applications.
- Strong organizational skills and ability to prioritize multiple tasks.
- Excellent communication and interpersonal skills, with the ability to work effectively both independently and in a team.

Important Links

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