



<https://targetjob.govhelp.in/job/indigo-recruitment-2024-free-jobs-alerts-data-entry-executive-post/>

## IndiGo Recruitment 2024 – Free Jobs Alerts – Data Entry Executive Post

**Hiring organization**  
IndiGo

### Job Location

India  
Remote work from: IND

### Date posted

December 29, 2023

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### Valid through

31.08.2024

### Base Salary

USD 15,000 - USD 20,000

APPLY NOW

### Qualifications

12th/Graduate

### Employment Type

Full-time

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### Description

## IndiGo Recruitment 2024

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.

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

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