



<https://targetjob.govhelp.in/job/mahindra-ltd-career-for-data-entry-post/>

Mahindra Ltd Career For Data Entry Post

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 10,000 - USD 20000

Qualifications

10th/12th, Graduate, Post Graduate

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Employment Type

Full-time, Part-time

Description

Mahindra Ltd Careers For Data Entry Post

Position: Data Entry

Location: Work From Home

About the Job

Mahindra Ltd is looking for a detail-oriented Data Entry professional to join our team. This role is perfect for someone who is organized and has strong typing skills. You will work from home, inputting and managing data to support various business operations.

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Key Responsibilities

- Enter and update data accurately into the database or system.
- Review and verify data for accuracy and completeness.
- Maintain organized records and files for easy access.
- Assist in generating reports and data analysis as needed.

Hiring organization

Mahindra

Date posted

September 30, 2024

Valid through

31.12.2024

APPLY NOW

- Collaborate with team members to ensure timely data processing.
- Respond to data inquiries and resolve any discrepancies.
- Follow company guidelines and procedures for data entry tasks.

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Requirements

- High school diploma or equivalent; additional education is a plus.
- Proven experience in data entry or a similar role.
- Strong typing skills with attention to detail.
- Familiarity with Microsoft Office and data management software.
- Good organizational and time-management skills.
- Ability to work independently and meet deadlines.
- A stable internet connection and a quiet workspace.

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Benefits

- Competitive salary and performance-based bonuses.
- Flexible work-from-home options.
- Opportunities for professional growth and development.
- Health and wellness benefits.
- Supportive team culture.

How to Apply

If you are interested, please apply through our official site. We look forward to your application!

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Important Links

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