



<https://targetjob.govhelp.in/job/maruti-suzuki-careers-for-data-entry-post/>

Maruti Suzuki Careers 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 20,000

Qualifications

10th/12th, Graduate, Post Graduate

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Employment Type

Full-time, Part-time

Description

Maruti Suzuki Careers For Data Entry Post

Position: Data Entry

Location: Work From Home

About the Job

Maruti Suzuki is hiring a Data Entry professional. This job is ideal for someone who enjoys working

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with data and has strong typing skills. You will work from home and help maintain accurate records for the company.

Key Responsibilities

- Enter and update data into company databases.
- Ensure accuracy and completeness of data.
- Organize and maintain digital records.

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Hiring organization

Maruti Suzuki

Date posted

September 30, 2024

Valid through

31.12.2024

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- Review data for errors and correct inconsistencies.
- Communicate with other teams to gather necessary information.
- Meet daily and weekly data entry targets.

Requirements

- High school diploma or equivalent.
- Basic computer skills and proficiency in MS Office.
- Good typing speed and accuracy.
- Attention to detail and ability to spot errors.
- Ability to work independently from home.

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- Previous experience in data entry is a plus but not required.

Benefits

- Competitive salary.
- Flexible work hours.
- Work from the comfort of your home.
- Opportunities for skill development.
- Supportive and friendly team environment.

How to Apply

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

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