Paytm Careers 2024 – Free Job Alert – Data Entry Executive Job Seeker

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 14 - USD 19

Qualifications

12th Passed

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Employment Type

Full-time

Description

Job Description: Data Entry Executive at Paytm Careers 2024

Job Summary

We are seeking a highly skilled and detail-oriented Data Entry Executive to join our team at Paytm Careers 2024. As a Data Entry Executive, you will be responsible for accurately and efficiently entering data into our systems, maintaining data integrity, and ensuring timely completion of tasks.

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Key Responsibilities

- **Data Entry:** Enter data into our systems with high accuracy and efficiency, meeting productivity and quality standards.
- **Data Management:** Manage and maintain large datasets, ensuring data integrity, and performing data validation and verification.
- **Data Analysis:** Perform basic data analysis, identify trends, and provide insights to support business decisions.
- **Reporting:** Generate reports and provide data-driven insights to stakeholders.
- **Quality Control:** Ensure data quality, identify errors, and implement corrective actions.
- **Collaboration:** Work closely with cross-functional teams to ensure seamless data flow and resolve data-related issues.

Hiring organization
Paytm

Date posted
September 17, 2024

Valid through
31.12.2024

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Requirements

- **Education:** Bachelor's degree in Computer Science, Information Technology, or related field.
- **Experience:** 1-2 years of experience in data entry, data management, or related field.
- **Skills:**
    - **Data Entry:** Proficient in data entry software and systems, with high accuracy and speed.
    - **Microsoft Office:** Proficient in Microsoft Office, particularly Excel.
    - **Analytical Skills:** Strong analytical and problem-solving skills.
    - **Communication:** Excellent communication and interpersonal skills.
- **Certifications:** Certification in data entry, data management, or related field is a plus.

What We Offer

- **Competitive Salary:** Attractive salary package with performance-based incentives.
- **Growth Opportunities:** Opportunities for professional growth and career development.
- **Dynamic Work Environment:** Collaborative and dynamic work environment with a team of professionals.
- **Benefits:** Comprehensive benefits package, including health insurance, retirement plans, and more.

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