Reliance Recruitment 2024 – Free Jobs Alerts – Data Entry Assistant Post

Hiring organization
Reliance Industries Limited

Job Location
India
Remote work from: IND

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Date posted
January 5, 2024

Valid through
31.08.2024

APPLY NOW

Base Salary
USD 14,000 - USD 20,000

Qualifications
12th/Graduate

Employment Type
Full-time

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Description

Reliance Recruitment 2024

Join Reliance as a Data Entry Assistant and be the backbone of our efficient information management system! This fantastic opportunity offers freshers like you the chance to launch your career in a renowned company, develop valuable data skills, and be part of a team driving Reliance's success.

Reliance Jobs near me

Responsibilities:

- **Accurate data entry:** Process and input diverse data into designated systems with meticulous attention to detail.
- **Data verification:** Cross-check entered data for accuracy and completeness, ensuring high levels of data integrity.
- **Document management:** Organize and maintain physical and digital documents efficiently, facilitating easy retrieval.
- **Reporting and analysis:** Assist with basic data analysis and reporting tasks as assigned.
- **Maintaining data security:** Follow established protocols to protect sensitive information and ensure data privacy.

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Reliance Careers

Skills:

- Excellent typing skills with high accuracy and speed.
- Strong attention to detail and ability to identify and rectify errors.
- Proficiency in basic computer applications like MS Office Suite (Word, Excel).
- Strong organizational and time management skills to handle multiple tasks efficiently.
- Excellent communication and interpersonal skills to collaborate effectively with team members.

Important Links

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

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