Swiggy Recruitment 2023 – Freshers Job – Data Entry Executive Post

Hiring organization
Swiggy

Date posted
December 22, 2023

Valid through
30.06.2024

APPLY NOW

Job Location
India
Remote work from: IND

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Base Salary
USD 12,000 - USD 18,000

Qualifications
12th/Graduate

Employment Type
Full-time

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Description

Swiggy Recruitment 2023

Dive into the exciting world of digital precision! You'll wear many hats – meticulously entering and updating customer and restaurant data, processing orders, verifying information, and ensuring everything flows seamlessly in our digital ecosystem. Your keen eye, attention to detail, and commitment to accuracy will be the foundation of Swiggy's success, contributing to a data-driven and efficient system.

Swiggy Jobs near me

Responsibilities:

- **Data Master:** Accurately input and update customer information, restaurant details, and order data into our systems.
- **Verification Champion:** Cross-check information for accuracy, identify discrepancies, and resolve them promptly.
- **Process Architect:** Streamline data entry workflows, maintain high levels of quality control, and implement new procedures as needed.

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Swiggy Careers

Skills:

- Excellent typing skills and a keen eye for detail, ensuring accuracy and data integrity.
- Strong computer skills and proficiency in data entry software.
- Familiarity with database concepts and basic data manipulation skills preferred.

- Strong organizational and time-management skills to handle multiple tasks efficiently.
- Positive attitude and willingness to learn, embracing new technologies and adapting to evolving processes.

Important Links **Find the Link in Apply Now Button**

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