

Accenture Recruitment 2023 – 2+Years Experience Required – Data Entry Post

Hiring organization
Accenture

Job Location

India
Remote work from: India

Date posted
July 4, 2023

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Valid through
31.12.2025

Base Salary

Rs. 43,000 - Rs. 54,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

Experience

2+Years Experience Required

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Description

Accenture Requirement 2023

We are seeking a detail-oriented and efficient Data Entry Operator to join our team. As a Data Entry Operator, you will be responsible for inputting and maintaining accurate data into our systems. Your role will involve transferring data from various sources, verifying its accuracy, and ensuring timely completion of tasks. We are looking for someone with strong attention to detail, excellent typing skills, and the ability to work independently.

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Accenture Careers

1. Enter and update data accurately and efficiently into our database systems.
2. Verify and review data for errors or inconsistencies, making necessary corrections.
3. Ensure data integrity and maintain confidentiality of sensitive information.
4. Follow established procedures and protocols for data entry and quality control.
5. Prepare and organize source data for data entry by compiling and sorting information.
6. Retrieve and extract information from databases or files as needed.
7. Perform regular data cleaning and validation to ensure accuracy and completeness.
8. Assist in the development and implementation of data entry processes and guidelines.
9. Collaborate with team members and supervisors to meet project deadlines

and goals.

10. Generate reports and provide data analysis as required.
11. Identify and suggest improvements in data entry processes to enhance efficiency.
12. Adhere to data entry and security policies to safeguard company information.
13. Maintain proper documentation and record keeping of data entry activities.
14. Respond promptly to data-related inquiries or requests from team members.
15. Stay updated on industry best practices and new technologies in data entry.

Responsibilities:

Skills and Qualifications:

1. High school diploma or equivalent qualification.
2. Proven experience in data entry or a similar role is preferred but not mandatory for freshers.
3. Excellent typing speed and accuracy.
4. Strong attention to detail and ability to spot errors or inconsistencies.
5. Proficient in using computer software and data entry tools.
6. Familiarity with data entry procedures and protocols.
7. Strong organizational and time management skills.
8. Ability to work independently and meet deadlines.
9. Good communication and interpersonal skills.
10. Basic knowledge of MS Office applications (Word, Excel, Outlook).
11. Ability to handle repetitive tasks efficiently.
12. Willingness to learn and adapt to new technologies and systems.

Important Links

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

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