

## Infosys Recruitment 2023 – Work From Home Jobs – Data Entry Executive Job

**Hiring organization**  
Infosys

### Job Location

India  
Remote work from: India

**Date posted**  
January 19, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 20,000 - Rs. 35,000

APPLY NOW

### Qualifications

12th Passed/Graduate

### Employment Type

Full-time, Work From Home

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### Description

## Infosys Recruitment 2023

The ideal candidate should have a high level of attention to detail, be able to work independently, and have experience in data entry.

Infosys Jobs Near Me

### Qualifications:

- High school diploma or equivalent
- Typing speed of at least 50 WPM
- Strong attention to detail
- Proven experience as a data entry executive or similar role
- Strong attention to detail
- Excellent computer skills, especially with Microsoft Office Suite
- Good communication skills

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Infosys Jobs For Freshers

The data entry executive is responsible for entering data into the company's computer system. This includes customer data,

**Responsibilities:**

- Enter customer data into the computer system
- Enter employee data into the computer system
- Enter data related to the company's products and services into the computer system
- Accurately enter data into company databases
- Maintain databases by regularly updating information
- Verify data by comparing it to source documents

Respond to customer inquiries by providing relevant information

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

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