

Jio Requirement 2023 – Part Time Jobs – Free Job – Data Entry Post

Hiring organization

Jio

Job Location

Niyawan Road, Near Tirupati Medical Centre, Mohalla Nahar Baugh PS: Kotwali Chowk, Post: Chowk Tehsil: Sadar, Uttar Pradesh 224001, 224001, Ayodhya, Uttar Pradesh, India
Remote work from: India

Date posted

June 8, 2023

Valid through

31.12.2023

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Base Salary

Rs. 25,000 - Rs. 32,000

Qualifications

Graduate

Employment Type

Full-time, Part-time

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Description

Jio Careers Recruitment 2023

Jio, a leading telecommunications company in India, is seeking a detail-oriented and organized individual to join our team as a Data Entry Operator. As a Data Entry Operator, you will play a vital role in ensuring accurate and efficient data entry, supporting our operations and maintaining data integrity. Your strong attention to detail and ability to work with large volumes of data will contribute to the success of our organization.

Responsibilities:

1. Data Entry and Verification:
 - Enter and verify data accurately and efficiently into designated systems and databases.
 - Review and cross-check data for errors, inconsistencies, or missing information.
 - Maintain data integrity by adhering to established data entry procedures and quality standards.
 - Ensure confidentiality and security of data, following data protection guidelines.
2. Data Management and Reporting:
 - Organize and categorize data in a systematic and structured manner for easy retrieval and analysis.
 - Generate reports and summaries based on entered data, as required.
 - Identify and report data discrepancies or inconsistencies to the appropriate team members.
 - Assist in data clean-up and data migration projects, ensuring

accuracy and completeness of data.

3. Process Improvement and Documentation:

- Identify opportunities to streamline data entry processes and improve efficiency.
- Collaborate with team members to develop and update data entry guidelines and procedures.
- Maintain documentation of data entry procedures and protocols.
- Provide suggestions for system enhancements or software tools to enhance data entry capabilities.

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Skills and Qualifications:

- High school diploma or equivalent qualification.
- Proficiency in typing and data entry, with a high level of accuracy and attention to detail.
- Basic computer skills, including familiarity with spreadsheet software (e.g., Microsoft Excel) and data management tools.
- Good communication skills, both written and verbal.
- Ability to work independently and meet deadlines in a fast-paced environment.
- Strong problem-solving skills and the ability to identify and resolve data-related issues.
- Strong organizational skills, with the ability to prioritize tasks and manage multiple assignments simultaneously.

Responsibilities:

- Handle customer interactions, complaints, and queries
- Respond to customer inquiries in a polite and timely manner
- Maintain records of customer interactions and complaints
- Escalate serious complaints to the supervisor

Fast Job

Experience as a Fresher:

- No prior work experience is required. However, any relevant coursework, certifications, or projects demonstrating data entry skills and attention to detail would be advantageous.

Join our dynamic team at Jio and contribute to our mission of transforming the digital landscape in India. We offer a supportive work environment, opportunities for growth and learning, and the chance to be part of a renowned telecommunications

Important Links

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

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