



<https://bestjob.jobsareahub.com/job/swiggy-recruitment-2023-2-years-experince-required-virtual-assistant-post-2/>

Swiggy Recruitment 2023 – 2+ Years Experince Required – Virtual Assistant Post

Hiring organization
Swiggy

Job Location

India
Remote work from: India

Date posted
April 7, 2023

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Valid through
31.12.2025

Base Salary

Rs. 19,000 - Rs. 29,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time, Work From Home

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Description

Swiggy Recruitment 2023

The Data Entry Executive will be responsible for entering data into the company database. This position is critical to keeping our records up-to-date and ensuring that our data is accurate. The Data Entry Executive will also be responsible for maintaining our customer database and preparing reports.

Swiggy Jobs Near Me

Responsibilities:

- - Enter data into company database
- Maintain customer database
- Prepare reports
-

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Work From Home Jobs

Requirements:

- - Minimum of high school diploma or equivalent

- Strong data entry skills
- Experience with Microsoft Office Suite
- Excellent attention to detail

Important Links

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

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