

Vedantu Recruitment 2023 – 2+ Years Experience Required – Data Entry Executive Post

Hiring organization
Vedantu

Job Location

India
Remote work from: India

Date posted
March 31, 2023

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Valid through
31.12.2025

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate.

Employment Type

Full-time

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Description

Vedantu Recruitment 2023

The Data Entry Executive is responsible for entering data from source documents into the information management system. This includes but is not limited to: creating new files, maintaining existing files, and retrieving data as required. The Data Entry Executive will also be required to run and/or oversee reports, queries, and other automated processes.

Vedantu Jobs Near Me

Qualifications:

- -High school diploma or equivalent experience
- -At least 1 year of experience in data entry
- -Familiarity with information management systems

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Vedantu Jobs For Freshers

. The Administrative Assistant must be able to work independently with minimal supervision and be able to handle multiple tasks simultaneously in a fast-paced environment.

Responsibilities:

- -Enter data from source documents into the information management system
- -Create and maintain files
- -Retrieve data as required

- -Run and/or oversee reports, queries, and other automated processes

Important Links

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

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