Vedantu Recruitment 2023 – Jobs Near Me – Data Entry Assistant Post

Job Location
India
Remote work from: India

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Base Salary
Rs. 25,000 - Rs. 30,000

Qualifications
Graduate.

Employment Type
Full-time

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Hiring organization
Vedantu

Date posted
February 28, 2023

Valid through
31.12.2025

APPLY NOW

Description

Vedantu Recruitment 2023

The data entry assistant will also be responsible for verifying the accuracy of data entered into the database.

Vedantu Jobs Near Me

Qualifications

– High school diploma or equivalent

– Basic computer skills, including knowledge of Microsoft Office Suite

-Attention to detail

-Strong data entry skills

-Familiarity with databases

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Vedantu Jobs For Freshers

The Data Entry Assistant will be responsible for entering data into a computer system from paper documents, and may also be responsible for verifying the accuracy of data entered.

Responsibilities

– Enter data into a computer system from paper documents

– Verify the accuracy of data entered

-Enter data into a database

-Verify the accuracy of data entered into the database

-Ensure that all data is entered accurately and completely

Important Links

Find the Link in Apply Now Button

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