

## Data Entry

### Job Location

IN  
Remote work from: IN

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### Base Salary

Rs. 19,000 - Rs. 27,000

### Qualifications

12th Passed & Graduate

### Employment Type

Full-time

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### Description

## Adani Enterprises Careers – Work From Home Data Entry Jobs

**Company:** Adani Enterprises

**Position:** Data Entry Operator

**Location:** Work from Home (Remote Jobs)

### Adani Enterprises Work From Home Jobs Apply Online

#### Details:

Information	Details
<b>Selection Process</b>	Online Interview
<b>Qualification</b>	12th Pass, Graduates
<b>Skills</b>	Data Entry, Typing Speed, MS Office, Accuracy
<b>Eligibility Criteria</b>	Minimum Age: 18 years
<b>Salary</b>	INR 18,000-22,000 Per Month
<b>Experience</b>	Both Freshers and Experienced Candidates can Apply
<b>Apply Method</b>	Online Application
<b>Application Medium</b>	Apply through Official Site
<b>Last Date to Apply</b>	As soon as possible
<b>Working Hours</b>	9:00 AM – 6:00 PM

### Job Description

Adani Enterprises is looking for Data Entry Operators to work from home. This is a great opportunity for freshers and experienced candidates. If you are good at typing and have a basic understanding of MS Office, you can apply for this job.

### Hiring organization

Adani Enterprises

### Date posted

January 4, 2025

### Valid through

30.09.2025

APPLY NOW

## Responsibilities:

1. Enter data into systems quickly and accurately.
2. Verify and correct data as needed.
3. Maintain confidentiality of information.
4. Follow instructions carefully to avoid errors.
5. Organize and maintain files and documents.
6. Respond to inquiries related to data entry.
7. Work independently with minimal supervision.
8. Meet daily data entry targets.
9. Report issues or difficulties during work.
10. Ensure the accuracy of entered data.
11. Update records as required.
12. Review data for any discrepancies.
13. Maintain a clean and organized workspace.
14. Communicate effectively with the team.
15. Meet deadlines and manage time well.

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## Skills:

1. Fast and accurate typing.
2. Knowledge of MS Office (Word, Excel, etc.).
3. Good communication skills.
4. Attention to detail.
5. Time management skills.
6. Ability to work independently.
7. Familiarity with data entry software is a plus.
8. Strong problem-solving skills.

## Qualifications:

1. 12th Pass, Graduates.
2. No experience required for freshers.
3. Basic knowledge of computers and typing.
4. Willingness to learn and grow.
5. Good English communication skills.

## Experience:

- Freshers and experienced candidates can apply.
- No specific work experience required, but prior data entry experience is a plus.

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**Keywords:** jobs hiring near me, remote jobs, work from home jobs, part time jobs

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