Byju's Careers 2023 – Jobs Near Me – Data Entry Post

Hiring organization
Byju's

Date posted
September 21, 2023

Valid through
31.12.2025

APPLY NOW

Job Location
India
Remote work from: IND

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Base Salary
Rs. 15,000 - Rs. 20,500

Qualifications
12th, Graduate

Employment Type
Full-time

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Description

Byju's Recruitment 2023

The Data Entry Clerk is responsible for entering data into Byju's systems. This includes data from student records, course materials, and other sources. The Data Entry Clerk must also be able to proofread and correct data as needed.

Responsibilities:

- Enter data into computer systems
- Proofread and corrected data
- Maintain data records
- Follow established procedures and guidelines
- Resolve data entry errors

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Skills:

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
- Attention to detail
- Accuracy
- Ability to work independently and as part of a team

Important Links **Find the Link in Apply Now Button**

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