Byju's Career 2023 – 2+Years Exp – Free Job Alert – Vacancy Job Alert – Administrator Post

Hiring organization
Byju's

Job Location
India
Remote work possible

Date posted
June 16, 2023

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Valid through
31.12.2023

Base Salary
Rs. 22,000 - Rs. 41.000

APPLY NOW

Qualifications
12th, Graduate

Employment Type
Full-time

Experience
2+ Years Experience Required

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Description

Byju's Recruitment 2023

Byju'is currently seeking a detail-oriented and highly organized Data Entry Specialist to join our team. As a Data Entry Specialist, you will play a vital role in maintaining accurate and up-to-date information in our databases. Your meticulous attention to detail, strong typing skills, and ability to handle large volumes of data will contribute to the overall efficiency and success of our data management processes. This position offers an exciting opportunity to work with one of the world's leading social media platforms and contribute to our mission of connecting people globally.

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Byju's Jobs Near Me

Responsibilities:

- Accurate Data Entry: Enter a variety of data into our systems with precision and attention to detail. This includes inputting user information, content metadata, and other relevant data while adhering to established guidelines and data quality standards.
- Data Verification and Validation: Review and verify data for accuracy and completeness. Conduct data quality checks to identify any errors or inconsistencies, and take appropriate corrective actions. Collaborate with the data management team to ensure data integrity and resolve any data-related issues.
- Data Maintenance and Organization: Maintain and organize electronic

records and databases. Ensure data is properly classified, labeled, and stored for easy retrieval. Assist in data cleansing and data deduplication efforts to enhance data quality and optimize system performance.

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Byju's Jobs For Freshers

Skills:

- Strong Typing Skills: Proficient typing skills with a high level of accuracy and speed. Ability to handle large volumes of data entry tasks efficiently.
- Attention to Detail: Meticulous eye for detail and a commitment to maintaining data accuracy. Ability to identify and rectify errors or inconsistencies in data.
- Organizational Skills: Excellent organizational and time management abilities to handle multiple data entry tasks and meet deadlines effectively. Ability to prioritize tasks and manage workload efficiently.
- Technological Proficiency: Familiarity with computer systems, databases, and data entry software. Basic knowledge of spreadsheet applications (e.g., Microsoft Excel) and data management tools.
- Communication Skills: Strong written and verbal communication skills to effectively collaborate with team members and stakeholders. Ability to follow instructions accurately and ask clarifying questions when needed.

Experience as a Fresher:

1. Academic Projects: Completion of relevant coursework or academic projects involving data entry, data management, or database systems.
2. Internships or Part-time Roles: Any internships or part-time positions that involve data entry, clerical work, or administrative tasks.
3. Attention to Detail: Demonstrated ability to pay close attention to detail in academic assignments or extracurricular activities.

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

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