

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

Hiring organization
Byju's

Job Location

India
Remote work from: IND

Date posted
September 13, 2023

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Valid through
31.12.2025

Base Salary

Rs. 15,000 - Rs. 20,500

APPLY NOW

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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