

Tech Mahindra Jobs 2023 – Job Freshers – Data Entry Post

Hiring organization
Tech Mahindra

Job Location

India
Remote work possible

Date posted
June 22, 2023

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Valid through
31.12.2025

Base Salary

Rs. 12,000 - Rs. 20,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time

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Description

Tech Mahindra Recruitment 2023

Job Title: Data Entry Clerk

Department: Data Entry

Reports To: Data Entry Supervisor

Summary:

The Data Entry Clerk is responsible for entering data into Tech Mahindra's computer systems. This includes entering customer information, product data, and financial data. The Data Entry Clerk also performs other duties as assigned.

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Work From Home

Responsibilities:

- Enter data into Tech Mahindra's computer systems.
- Verify the accuracy of data entered.
- Resolve data entry errors.
- Maintain data entry logs.
- Other duties as assigned.

Sure, here is a job description for a Data Entry Clerk at Tech Mahindra:

Job Title: Data Entry Clerk

Department: Data Entry

Location: [City, State]

Reports To: Data Entry Supervisor

Summary:

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Responsibilities:

- Enter data into Tech Mahindra's computer systems.
- Verify the accuracy of data entered.
- Resolve data entry errors.
- Maintain data entry logs.
- Other duties as assigned.

Skills:

- Excellent typing skills.
- Attention to detail.
- Ability to work independently and as part of a team.
- Proficient in Microsoft Office Suite.
- Experience with data entry software is a plus.

Qualifications:

- High school diploma or equivalent.
- 1-2 years of experience in data entry.
- Experience with a variety of data entry software is a plus.

Important Links

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

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