

## Vedantu Recruitment 2023 – Jobs Near Me – Data Entry Cum Back Office Post

**Hiring organization**  
Vedantu

### Job Location

Mumbai, Maharashtra, India  
Remote work from: India

**Date posted**  
March 9, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 10,000 - Rs. 18,500

APPLY NOW

### Qualifications

10th,12th/Graduate

### Employment Type

Full-time

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### Description

## Vedantu Recruitment 2023

This Data Entry Cum Back Office position will also be responsible for conducting research to support the data analysts.

### Jobs Near Me

#### Qualifications:

-Strong knowledge of Microsoft Excel

-Familiarity with big data concepts

-Attention to detail

-Ability to work independently

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### Jobs For Freshers

The This Data Entry Cum Back Office position will also be responsible for conducting research to support the data analysts. must be able to understand data formats and be comfortable working with large amounts of data.

#### Responsibilities:

-Entering data into the system

-Cleaning and organizing data -Assisting with other tasks as needed

-Assist with developing and implementing data analysis methodologies

-Carry out data cleaning and pre-processing tasks

Generate reports and presentations detailing the results of data analysis

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

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