

Dabur Recruitment 2023 – Jobs Near Me – Data Entry Post

Hiring organization
Dabur

Job Location

India
Remote work from: India

Date posted
August 26, 2023

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Valid through
31.12.2023

Base Salary

USD 28,000 - USD 29,500

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Dabur Recruitment 2023

The Data Entry Operator is responsible for entering data into Dabur's computer systems. This includes a variety of tasks, such as entering customer orders, product information, and financial data. The Data Entry Operator must be accurate and efficient, and must be able to follow instructions carefully.

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Dabur Jobs Near Me

• Responsibilities:

- Enter data into Dabur's computer systems
- Verify the accuracy of data entry
- Follow all company policies and procedures
- Communicate with other departments as needed
- Maintain a clean and organized work area
- Meet all deadlines

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Dabur Careers

• Skills:

- Excellent typing skills (at least 40 wpm)

- Ability to work independently and as part of a team
- Attention to detail
- Ability to follow instructions carefully
- Excellent communication skills
- Proficiency in Microsoft Office Suite

Qualifications:

- High school diploma or equivalent
- 1+ year of experience in data entry
- Strong typing skills
- Attention to detail
- Ability to follow instructions carefully
- Excellent communication skills
- Proficiency in Microsoft Office Suite

Important Links

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

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