https://jobroll.govhelp.in/job/indigo-recruitment-2023-all-india-jobs-data-entry-post/

Indigo Recruitment 2023 – All India Jobs – Data Entry Post

Hiring organization
Indigo

Job Location
India
Remote work from: IND

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Date posted
August 29, 2023

Valid through
31.12.2023

Base Salary
USD 15,000 - USD 17,000

APPLY NOW

Qualifications
Graduate

Employment Type
Full-time

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Description

Indigo Recruitment 2023

Indigo Airlines is looking for a Data Entry Executive to join our team. The ideal candidate will have a strong attention to detail and be able to work independently and as part of a team. The Data Entry Executive will be responsible for entering data into our computer systems, verifying the accuracy of the data, and resolving any errors.

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Indigo Jobs Near Me

Responsibilities:

- Enter data into computer systems
- Verify the accuracy of data
- Resolve any errors
- Compile and sort data
- Prepare reports
- Communicate with other departments

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Indigo Careers

Skills

- Strong attention to detail
- Excellent typing skills
- Proficient in Microsoft Office Suite
- Ability to work independently and as part of a team
- Ability to meet deadlines

Qualifications

- High school diploma or equivalent
- 1-2 years of experience in data entry
- Excellent typing skills
- Proficient in Microsoft Office Suite

Important Links

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

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