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Capgemini Recruitment 2023 – Capgemini Careers – Data Entry Assistant Jobs

Hiring organization
Capgemini

Job Location

Bengaluru, Karnataka, India
Remote work from: India

Date posted
March 16, 2023

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Valid through
31.12.2025

Base Salary

Rs. 18,000 - Rs. 20,000

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Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Capgemini Recruitment 2023

The Data Entry Assistant is responsible for entering data into a company's computer system from source documents such as invoices, purchase orders, or other documents.

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Responsibilities:

- Enter data into a company's computer system
- Verify the accuracy of data
- Maintain the integrity of data

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Capgemini Careers

Skills:

- Excellent typing skills

Proficient in Microsoft Office

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