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Meesho Recruitment 2023 – Jobs For Freshers – Data Entry Post

Hiring organization
Meesho

Job Location

Kolkata, West Bengal, India
Remote work from: India

Date posted
May 15, 2023

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Valid through
31.12.2023

Base Salary

Rs. 14,000 - Rs. 19,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Meesho Recruitment 2023

Join Meesho as a Data Entry Operator and become part of a fast-growing e-commerce platform. As a Data Entry Operator, you will play a vital role in ensuring accurate and efficient data entry, maintaining data integrity, and supporting various teams in managing and organizing crucial business information. If you have a keen eye for detail, excellent organizational skills, and a passion for data accuracy, this is the perfect opportunity for you to start your career as a fresher in the dynamic world of e-commerce.

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Responsibilities:-

1. Data Entry and Accuracy: Enter and update data into the system accurately and efficiently. Maintain high levels of data quality and integrity by verifying and cross-checking information for errors or inconsistencies. Ensure timely completion of assigned data entry tasks while adhering to established guidelines and standards.
2. Data Management and Organization: Assist in organizing and managing

large volumes of data, including product information, inventory data, customer records, and sales data. Categorize, classify, and tag data appropriately to facilitate easy retrieval and analysis. Support the team in maintaining data repositories and databases.

3. Reporting and Documentation: Generate reports and summaries based on collected data using spreadsheet software or other designated tools. Prepare documentation and maintain records of data entry activities, including data sources, entry dates, and any necessary updates or modifications. Contribute to data analysis by providing accurate and up-to-date information as required.

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Requirements

1. Attention to Detail: Strong attention to detail and a meticulous approach to data entry. Ability to accurately enter and verify information while maintaining high levels of speed and efficiency.
2. Organizational Skills: Excellent organizational skills to manage and prioritize multiple data entry tasks. Proficiency in organizing data in a structured manner and maintaining proper documentation for future reference.
3. Computer Proficiency: Basic computer skills, including proficiency in data entry software, spreadsheet applications (e.g., Microsoft Excel, Google Sheets), and familiarity with online data management tools. Ability to learn and adapt to new software and systems quickly.

Important Links

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

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