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Myntra Recruitment 2023 – Jobs For Freshers – Data Entry Staff Post

Hiring organization
Myntra

Job Location

Bengaluru, Karnataka, India
Remote work from: India

Date posted
May 15, 2023

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Valid through
31.12.2023

Base Salary

Rs. 10,000 - Rs. 12,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Myntra Jobs 2023

Myntra, a leading online fashion retailer, is seeking a Data Entry Staff to support their data management processes. The Data Entry Staff will be responsible for accurately inputting and maintaining product information, inventory data, and other relevant details into the company's database.

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Jobs For Freshers

Responsibilities:

1. Accurate Data Entry: You will be responsible for entering product information, pricing, and inventory data into the company's database accurately and efficiently. This will involve attention to detail and ensuring data integrity.
2. Data Maintenance and Updates: You will be responsible for regularly reviewing and updating existing data in the database, including product descriptions, images, and other relevant details. Timely and accurate updates will be crucial to ensure the availability of up-to-date information.

3. **Data Verification and Quality Assurance:** You will conduct regular checks to verify the accuracy and completeness of data entries. This will involve cross-referencing information, resolving discrepancies, and ensuring data consistency and quality.

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Skills & Qualifications:

1. **Attention to Detail:** You should have a keen eye for detail to ensure accurate and error-free data entry. The ability to spot inconsistencies and rectify them promptly is essential.
2. **Organizational Skills:** You should possess strong organizational skills to manage and prioritize your workload effectively, ensuring timely completion of tasks and meeting deadlines.
3. **Basic Computer Proficiency:** You should have basic computer skills, including familiarity with data entry software and spreadsheet applications, to perform data entry tasks efficiently.

Important Links

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

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