



<https://jobtalent.jobcitylive.com/job/sbi-recruitment-2023-bank-jobs-data-entry/>

SBI Recruitment 2023 – Bank Jobs – Data Entry

Job Location

Bengaluru, Karnataka, India
Remote work from: India

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Base Salary

Rs. 20,000 - Rs. 22,000

Qualifications

12th & Graduate

Employment Type

Full-time

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Description

SBI Jobs For Freshers

Data Entry job notification has been published in SBI. Experience and freshers both candidates can apply for this job. so, who are interested for this job, they can submit their CV in the company official website www.sbi.co.in/ and also apply through apply now button.

Organization Name: SBI

Post Title: Data Entry

Job Location: All India

Application Fees: Not Mentioned in Official Website

No Of Vacancies: 1+

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Data Entry Job Responsibilities:

- Insert customer and account data by inputting text based and numerical

Hiring organization

SBI

Date posted

December 28, 2022

Valid through

30.06.2023

APPLY NOW

information from source documents within time limits

- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations
- Scan documents and print files, when needed
- Keep information confidential
- Respond to queries for information and access relevant files
- Comply with data integrity and security policies
- Ensure proper use of office equipment and address any malfunctions

skills

- Proven data entry work experience, as a Data Entry Operator or Office Clerk
- Experience with MS Office and data programs
- Familiarity with administrative duties
- Experience using office equipment, like fax machine and scanner
- Typing speed and accuracy
- Excellent knowledge of correct spelling, grammar and punctuation

Attention to detail

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

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