



<https://jobsareahub.com/jobs/phonepe-recruitment-fast-jobs-data-entry-in-phonepe/>

Phonepe Recruitment – Fast Jobs – Data Entry in PhonePe

Job Location

India
Remote work from: IND

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Base Salary

USD 11 - USD 19

Qualifications

Graduate, 12th

Employment Type

Full-time

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Description

Phonepe Recruitment

As an Data Entry, you will be responsible for performing various administrative and clerical tasks, such as data entry, filing, scanning, and documentation. You will also support the smooth and efficient operations of the office and the business.

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Phonepe Jobs Near Me

Responsibilities:

- Enter, update, and verify data in various systems and databases, such as Excel, Google Sheets, and Phonepe's internal software
- File, scan, and organize documents, such as invoices, receipts, contracts, and reports
- Prepare and maintain records and reports, such as attendance, inventory, and expenses
- Assist and coordinate with other departments and teams, such as sales, marketing, and customer service, as needed
- Perform other general office duties, such as answering calls, emails, and queries, and maintaining office supplies and equipment

Hiring organization

Phonepe

Date posted

January 18, 2024

Valid through

31.08.2024

APPLY NOW

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Phonepe Jobs Near Me

Skills:

- Good typing speed and accuracy, with attention to detail
- Proficient in using MS Office applications, such as Word, Excel, and PowerPoint, and Google Suite, such as Docs, Sheets, and Slides
- Familiar with Phonepe's products, services, and policies
- Ability to work independently and as part of a team, with minimal supervision
- Good communication and interpersonal skills, both verbal and written

Tags:

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