

<https://getjob.govhelp.in/job/air-arabia-careers-jobs-near-me-data-entry-executive-job/>

Air Arabia Careers – Jobs Near Me – Data Entry Executive Job

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 18 - USD 20

Qualifications

Graduate

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Employment Type

Full-time

Description

Air Arabia Recruitment 2024

Air Arabia, a leading low-cost carrier renowned for its value and innovation, is seeking detail-oriented and tech-savvy individuals to join our team as Data Entry Executives. In this remote position, you'll play a vital role in ensuring the accuracy and timeliness of our data by inputting and maintaining information in our digital systems. Whether you're a recent graduate with a strong foundation in computers or an experienced data entry professional, Air Arabia offers a dynamic work environment and the opportunity to contribute to the success of a fast-growing airline.

Air Arabia Jobs Near Me

The beauty of this role? You can apply from anywhere in the world! This is a fully remote position.

Summary

As a Data Entry Executive at Air Arabia, you'll be responsible for a variety of tasks related to data entry and management. You'll accurately enter data from various sources into our designated software applications, verify the accuracy of existing data, and maintain comprehensive electronic records. Your strong typing skills, meticulous attention to detail, and ability to work independently will be essential for success in this role.

Hiring organization

Air Arabia

Date posted

March 26, 2024

Valid through

31.12.2024

APPLY NOW

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Key Responsibilities

- Input data from various sources (documents, forms, emails) into designated software applications.
- Verify the accuracy and completeness of entered data by proofreading and cross-checking information.
- Update and maintain existing data in electronic databases.
- Organize and categorize data according to established procedures.
- Perform data entry tasks in a timely and efficient manner to meet deadlines.
- Identify and report any data inconsistencies or errors.
- Back up data regularly to ensure information security.
- Learn and adapt to new data entry procedures and software programs.

Required Skills and Qualifications

- High school diploma or equivalent.
- Minimum of 1 year of experience in data entry or a related field (for experienced professionals).
- Excellent typing skills with a high degree of accuracy.
- Strong attention to detail and ability to identify and correct errors.
- Proficient in MS Office Suite (Word, Excel).
- Ability to work independently and meet deadlines effectively.
- Excellent organizational skills and time management skills.
- Basic computer literacy and familiarity with data entry software (preferred).

Experience

This is a great opportunity for both recent graduates and experienced data entry professionals. For freshers, a strong academic background, excellent computer skills, and a meticulous approach are highly regarded. Experienced candidates with a proven track record of accuracy and efficiency in data entry will be given strong preference.

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Why Join Air Arabia

At Air Arabia, we're passionate about creating affordable and accessible air travel experiences. Here are just a few reasons why you'll thrive as a Data Entry Executive

at Air Arabia:

- **Be Part of a Growing Airline:** Contribute to the success of a dynamic and fast-growing low-cost carrier.
- **Remote Work Flexibility:** Enjoy the work-life balance and freedom that comes with a remote position.
- **Stable and Rewarding Career:** Build a fulfilling career in a growing industry with a reputable airline.
- **Competitive Salary and Benefits:** We offer a competitive compensation package that includes health insurance, paid time off, and other benefits.
- **Positive and Collaborative Work Environment:** Work as part of a supportive team in a dynamic industry.

Application Process

To apply for this exciting opportunity, please submit your resume and cover letter online. We look forward to hearing from you!

Launch Your Career in Data Entry with Air Arabia!

If you're a detail-oriented individual with a strong work ethic and a desire to contribute to the smooth operation of a leading airline, we encourage you to apply! Join our team and play a key role in maintaining the accuracy and integrity of our data.

If You Want to Get Notification about Various Jobs, Join our WhatsApp Channel Now and Get notified Daily about Latest Jobs



Important Links

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

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