



<https://jobsleworld.com/jobs/data-entry-operator-in-dubai-choithrams-supermarket-careers/>

Data Entry Operator

Job Location

Dubai

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

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Base Salary

USD 3,000 - USD 4,500

Qualifications

High school diploma or equivalent (Bachelor's degree preferred)

Employment Type

Full-time

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Hiring organization

Choithrams Supermarket

Date posted

December 29, 2024

Valid through

31.07.2025

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Description

Data Entry Operator Job in Dubai – Choithrams Supermarket Careers

Choithrams Supermarket, a renowned name in the retail industry, is hiring a **Data Entry Operator** in Dubai. This position offers an opportunity to contribute to the efficient operation of a leading supermarket chain while advancing your career in a fast-paced environment.

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Details of Data Entry Operator Job in Dubai

- **Company:** Choithrams Supermarket
 - **Position:** Data Entry Operator
 - **Location:** Dubai, United Arab Emirates
 - **Qualification:** High school diploma or equivalent (Bachelor's degree preferred)
 - **Experience:** Minimum 1-2 years in data entry or similar roles
 - **Employment Type:** Full-Time
 - **Salary:** AED 3,000 – AED 4,500 per month
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About the Role

As a Data Entry Operator at Choithrams, you will be responsible for ensuring the accuracy and integrity of the company's data records. Your role will involve managing data input, maintaining databases, and supporting operational efficiency in a dynamic retail setting.

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Key Responsibilities

- Accurately enter and update data into the company's systems and databases.
- Verify data for errors and inconsistencies and rectify them promptly.
- Maintain organized records for easy retrieval and reporting.
- Collaborate with different departments to ensure seamless data flow.
- Prepare reports and summaries as required by management.
- Protect the confidentiality and integrity of sensitive information.
- Adhere to company policies and standards in all data-related tasks.

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Requirements

- Proficiency in MS Office applications (Excel, Word, PowerPoint).
- Excellent typing speed and accuracy.
- Strong attention to detail and organizational skills.
- Basic understanding of database management.
- Good communication skills in English (additional languages are a plus).
- Ability to work independently and meet deadlines.
- Valid UAE residency or willingness to relocate.

Benefits of Working at Choithrams

- Competitive salary and performance-based bonuses.
- Comprehensive health insurance coverage.
- Opportunities for career growth and professional development.
- Employee discounts on Choithrams products.
- Supportive and multicultural work environment.

Why Choose Choithrams?

Choithrams Supermarket has a legacy of providing high-quality products and exceptional customer service. As part of the team, you will contribute to a thriving retail operation in one of the most vibrant cities in the world. Choithrams values innovation, teamwork, and excellence, making it a fantastic place to work and grow.

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How to Apply

Interested candidates can apply directly through the **Choithrams Careers** portal or submit their application via email to the HR department. Ensure your resume and cover letter highlight relevant skills and experiences.

Start Your Journey with Choithrams

Take this opportunity to be part of a reputed organization in Dubai's retail sector.

Join Choithrams Supermarket as a Data Entry Operator and embark on a fulfilling career today.

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