

Dubai Jobs Hub

<https://dubaijobshub.com/job/data-entry/>

Data Entry Clerk

Description

Data Entry Clerk Jobs in Dubai are among the most popular office-based opportunities for job seekers who want to start or grow their career in the UAE. With Dubai's rapidly expanding business sectors, including logistics, healthcare, retail, tourism, and finance, the demand for skilled data entry professionals continues to increase every year.

A **Data Entry Clerk** plays a vital role in maintaining accurate company records by entering, updating, and managing data in computer systems. Employers in Dubai look for candidates who are fast, accurate, and reliable in handling large volumes of information. This job is suitable for freshers as well as experienced professionals who have strong computer skills and attention to detail.

Responsibilities

- Enter and update data accurately into company systems
- Verify information for accuracy and completeness
- Maintain digital and physical records
- Organize and manage files efficiently
- Prepare reports and spreadsheets as required
- Scan, upload, and archive documents
- Support administrative and office tasks
- Ensure confidentiality of sensitive information

Skills Required for Data Entry Clerk

- Fast and accurate typing
- Data management and organization
- Computer literacy
- Time management
- Problem-solving skills
- Attention to detail

Qualifications

To apply for **Data Entry Clerk Jobs in Dubai**, candidates typically need:

- High school diploma or equivalent (Bachelor's preferred)
- Strong typing skills (40–60 WPM preferred)
- Basic knowledge of MS Office (Excel, Word)
- Attention to detail and accuracy
- Good communication skills in English
- Ability to work under pressure and meet deadlines
- Previous office or data entry experience (preferred but not always required)

Job Benefits

Salary of Data Entry Clerk Jobs in Dubai

The salary for **Data Entry Clerk Jobs in Dubai** varies based on experience and company type:

Hiring organization

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Employment Type

Full-time

Base Salary

3500

Date posted

April 21, 2026

- Entry-level: AED 2,000 – AED 3,000
- Experienced: AED 3,000 – AED 4,500
- Senior/Advanced roles: AED 4,500 – AED 6,000+

Additional benefits may include visa, accommodation, transport, and health insurance.

Contacts

Data Entry Clerk Jobs in Dubai are highly sought-after roles in various industries such as retail, healthcare, finance, and logistics. These positions are ideal for individuals who have strong typing skills, attention to detail, and the ability to manage large volumes of information accurately. In Dubai's fast-growing business environment, **Data Entry Clerk Jobs in Dubai** offer excellent opportunities for both freshers and experienced professionals looking for stable office-based employment.

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