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## About Us:

Jode Technologies Pvt. Ltd. (JodeTx) is a young and fast-growing Startup in Fintech Domain specialized in solutions for Banking, Financial Institutions and Merchants (<https://www.jodetx.com>).

We are founded on the Vision to build technology to enable seamless financial and payment transactions and provide a comprehensive digital platform to Banks and Merchant segments.

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**Role:** Data Entry Operator

**Experience:** Fresher – 1 Year Experience

**Work Location:** Wagle Estate, Thane

## Job Summary:

We are looking for a detail-oriented and motivated Data Entry Operator to join our team. This role is ideal for freshers or individuals with up to 1 year of experience who are looking to begin or grow their career in data management and back-office operations.

## Job Responsibilities:

- 1) Enter and update data accurately in databases, spreadsheets, or other digital platforms.
- 2) Review data for errors or inconsistencies and correct them as needed.
- 3) Maintain data integrity and ensure security of all information.
- 4) Retrieve and organize information from both digital and paper records.
- 5) Perform regular backups to ensure data preservation.
- 6) Follow data entry procedures and company policies.
- 7) Coordinate with team members to ensure timely completion of tasks.
- 8) Generate simple reports as required by the supervisor.

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## Required Skills & Qualifications:

- 1) Basic computer knowledge and proficiency in MS Office (especially Excel).
- 2) Good typing speed with accuracy (minimum 30-40 WPM preferred).
- 3) Attention to detail and organizational skills.
- 4) Ability to work independently and in a team.
- 5) Good written and verbal communication skills.
- 6) Minimum 12th Pass / Diploma / Graduate in any stream
- 7) Prior internship or freelance experience in data entry or administrative tasks (optional).
- 8) Familiarity with data entry software, CRM tools, or ERP systems (a plus but not mandatory).

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Send your CV at: [careers@jodetx.com](mailto:careers@jodetx.com)