

Job Title: Data Entry Operator (Fresher – 1 Year Experience)

Location: [Thane wagale estate]

Job Type: Full-time / Part-time / Contract (choose one)

Department: [e.g., Operations / Admin / Data Management]

Reports To: [e.g., Team Lead / Data Manager]

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.

Key Responsibilities:

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

- Minimum 12th Pass / Diploma / Graduate in any stream.
 - Basic computer knowledge and proficiency in MS Office (especially Excel).
 - Good typing speed with accuracy (minimum 30-40 WPM preferred).
 - Attention to detail and organizational skills.
 - Ability to work independently and in a team.
 - Good written and verbal communication skills.
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Preferred Qualifications:

- Prior internship or freelance experience in data entry or administrative tasks (optional).
 - Familiarity with data entry software, CRM tools, or ERP systems (a plus but not mandatory).
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Work Environment:

- Office-based
 - Working hours: [e.g., 9:00 AM – 6:00 PM, Monday to Friday]
 - Supportive and collaborative team environment
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Compensation:

- Salary: [Insert range or “As per industry standards”]
- Benefits: [e.g., Paid time off, Health insurance, Incentives if any]