

Job Description

Job Title: Data Operators
Reports To: Operation Manager
Exp. Required: 1-3 Years
Job Location: Mumbai-Maharashtra
Salary: 1.20-1.75 LPA
Job Type: Permanent

Duties and Responsibilities:

- ✚ Insert customer and account data by inputting text based and numerical information from source documents within time limits
- ✚ Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- ✚ Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- ✚ Generate reports, store completed work in designated locations and perform backup operations
- ✚ Scan documents and print files, when needed
- ✚ Respond to queries for information and access relevant files
- ✚ Comply with data integrity and security policies
- ✚ Ensure proper use of office equipment and address any malfunctions

Qualifications:

Education Level: Certificate/ Diploma in Computer
Professional Certification: Any in Business
Skills: Good Communication, Creative & Analytical Skills
Personal Characteristics: Should have a positive behaviors and attitude.

Approved by:	
Date approved:	
