

## **Data Entry Operator**

We are looking for a **Data Entry Operator** to update and maintain information on our company databases and computer systems.

Data entry operator would be responsible for collecting and entering data in databases with maintaining accurate records of valuable company information. Ideal candidate should have essential data entry skills, like fast typing with an eye for detail and familiarity with spreadsheets and online forms

### **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
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations
- Scan documents and print files, when needed
- Keep information confidential
- 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

### **Requirements**

- Proven data entry work experience, as a Data entry operator would be added advantage
- Experience with MS Office and data programs
- Familiarity with administrative duties
- Experience using office equipment, like fax machine and scanner
- Typing speed and accuracy
- Excellent knowledge of correct spelling, grammar and punctuation
- Attention to detail
- Confidentiality
- Organization skills, with an ability to stay focused on assigned tasks
- High school diploma; additional computer training or certification will be an asset

**Job Location:** Vijayawada

**Experience:** 0-2 years