

JD for the position of Data Entry Operator.

This opening is for the role of Associate. Requirement is of 30 candidates to be hired for one of our project..

The project will start from 1st December 23 for which we want to finalize 30 candidates out of 45-50 by 25th November 23.

Our Requirements:

1. Education – 12th Pass/Graduate
2. Typing speed – 40 wpm
3. MS Office – Basic knowledge of excel.
4. Shift – 2 shifts (0700-1500 & 1500-2300)
5. Working days – 5 days working
6. Experience – 1 year
7. Candidates will be hired by Parishram
8. Should be punctual in reporting on time.

Job description:

Storing completed documents in appropriate folders.
Cross checking documents and renaming files for easy identification.
Candidates should be able to work in shift.