

WORK VAPOR

Job Link: <https://workvapor.in/jobs/back-office-data-entry-profile-erp-system-work-data-assistant/>

HIRING ORGANIZATION

Confidential

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

Bhiwadi, Rajasthan, India

DATE POSTED

? April 20, 2026

VALID THROUGH

2027-02-20

BACK OFFICE DATA ENTRY PROFILE ERP SYSTEM WORK – DATA ASSISTANT

BASE SALARY

INR 18000 - INR 20000

DESCRIPTION

Work From Office | Bhiwadi, Rajasthan
?25,000 CTC (up to)
Full-time role

Contact: **9818255132**
Email: anitagauresh32@gmail.com

Job Overview

This role is for **Data Entry Operator**. Work is simple but needs accuracy. Candidate should know ERP system. Daily work will be on computer with data handling.

Job Responsibilities

- Enter data in system correctly
- Work on ERP software for daily tasks
- Maintain records and update files
- Check data and avoid mistakes
- Support team with reports

Skills Required

- Basic computer knowledge
- ERP knowledge is must
- Good typing speed
- Attention to detail

Eligibility Criteria

- Minimum 1 year experience required
- Any graduate can apply
- Should be comfortable with office work

Salary Details

Salary will be up to **₹25,000 CTC** depending on experience.

How to Apply

Interested candidates should share CV directly for quick response.

WhatsApp: **9818255132**

Email: anitagauresh32@gmail.com

Important Note

This is **work from office role**. Only candidates ready to work in Bhiwadi should apply.