

WORK VAPOR

Job Link: <https://workvapor.in/jobs/computer-operator-data-entry-mis-assistant/>

HIRING ORGANIZATION

Shree Vardhmaan Services

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Lucknow, India

DATE POSTED

? March 23, 2026

COMPUTER OPERATOR/DATA ENTRY/MIS ASSISTANT

BASE SALARY

INR 150000 - INR 175000

DESCRIPTION

Job Title: Computer Operator / Data Entry / MIS
Handle data, billing, and basic office computer work.

Organization: Shree Vardhmaan Services (Client Company – Automobile Sector)

Location: Lucknow, Uttar Pradesh

Job Type: Full-time, Permanent

Experience: 0–4 years

Salary: ?1.5 – ?1.75 LPA

Contact Number: +91 8604445111

Job Overview

We are hiring Computer Operators to manage data entry, billing, and basic office records. This role is suitable for candidates with good computer knowledge, especially Excel.

Key Responsibilities & Work Details

- Maintain data and records
- Create challans and manage billing
- Update and organize documents
- Handle Excel sheets and reports
- Support daily office work

Eligibility & Skills Required

- Basic computer knowledge
- Good skills in MS Excel (important)
- Attention to detail

- Ability to manage data properly

Perks & Benefits

- Fixed salary
- Stable job role
- Learning opportunity in office work

How to Apply

Call directly for more details or interview.

Contact Details:

Call: +91 8604445111