

WORK VAPOR

Job Link: <https://workvapor.in/jobs/data-entry-executive-finance-department/>

DATA ENTRY EXECUTIVE – FINANCE DEPARTMENT

BASE SALARY

INR 15000 - INR 20000

DESCRIPTION

Company: Yuva Trip Pvt Ltd
Location: Patparganj Industrial Area, New Delhi, India
Job Type: Full-Time
Salary: ₹15,000 – ₹20,000 per month
Experience: 0 – 4 Years (Freshers & Experienced)
Openings: 2
Joining: Immediate Joiners Preferred
Contact HR: +91 9560057858 | hr@yuvagroup.com

Yuva Trip Pvt Ltd is seeking a detail-oriented Data Entry Executive to support its Finance Department. The role offers hands-on experience in finance operations and data management.

Key Responsibilities

- Enter, update, and maintain financial data in company systems
- Verify data accuracy and ensure timely updates
- Maintain records of invoices, expenses, and transactions
- Prepare reports using Excel and internal tools
- Assist finance team with documentation and reconciliation tasks
- Ensure confidentiality of all financial information

HIRING ORGANIZATION

Yuva Trip Pvt Ltd

EMPLOYMENT TYPE

Full-time

JOB LOCATION

New Delhi, India

DATE POSTED

? March 20, 2026

Eligibility Criteria

- Fresher or experienced candidates can apply
- Basic understanding of finance/accounting is a plus
- Good typing speed and attention to detail

Skills Required

- Proficiency in MS Excel (Advanced Excel preferred)
- Knowledge of formulas, pivot tables, and data management
- Good organizational and time management skills
- Ability to work independently and meet deadlines

Benefits

- Opportunity to work in a growing organization
- Hands-on experience in finance operations
- Supportive work environment
- Immediate joining opportunities

How to Apply

Email: hr@yuvagroup.com

Call/WhatsApp: +91 9560057858