

WORK VAPOR

Job Link: <https://workvapor.in/jobs/data-entry-executive-ms-excel/>

HIRING ORGANIZATION

STACKETCH TECHNOLOGIES
PRIVATE LIMITED

EMPLOYMENT TYPE

Full-time

DATE POSTED

? October 2, 2026

JOB LOCATION

380001, Ahmedabad, Gujarat, India

DATA ENTRY EXECUTIVE – MS EXCEL

BASE SALARY

INR 10000 - INR 15000

DESCRIPTION

Job Role: Data Entry Executive / Computer Operator – Entry Level

Company: STACKETCH TECHNOLOGIES PRIVATE LIMITED

Job Type: Full Time | Office Job

Work Location: Ahmedabad, Gujarat

Working Hours: 8 Hours per Day

Salary: ?10,000–?15,000 per month

Experience: Fresher / Entry Level

Industry: IT Software

Contact: +91 8200474300

STACKETCH TECHNOLOGIES PRIVATE LIMITED is hiring a **Data Entry Executive / Computer Operator** for an entry-level office position in Ahmedabad.

The role involves data entry, online research and email work. **Freshers can apply** and basic training will be provided.

Key Responsibilities

- Enter data accurately in MS Excel and company systems.
- Search for information using Google and other online sources.
- Maintain accurate records and databases.
- Handle professional emails when required.
- Organise data and documents properly.
- Complete regular data entry tasks.
- Follow instructions and meet deadlines.

Requirements

- Basic to good knowledge of **MS Excel**.
- Ability to search for information using Google.
- Basic email knowledge.
- Good typing speed and accuracy.
- Good attention to detail.
- Basic computer knowledge.
- Freshers can apply.
- Willingness to learn.

Job Details

- **Full-Time Office Job**
- **8 Hours per Day**
- Entry-level position.
- Training will be provided.

How to Apply

Send your updated resume to:

Phone: +91 8200474300