

WORK VAPOR

Job Link: <https://workvapor.in/jobs/data-entry-operator-back-office/>

HIRING ORGANIZATION

Asawa Insulation Pvt. Ltd.

EMPLOYMENT TYPE

Full-time

DATE POSTED

? September 29, 2026

JOB LOCATION

Vashi, Maharashtra, India

DATA ENTRY OPERATOR – BACK OFFICE

DESCRIPTION

Job Role: Data Entry Operator

Company: Asawa Insulation Pvt. Ltd.

Job Type: Full-Time, Permanent

Work Mode: On-Site / In Person

Location: Vashi, Mumbai, Maharashtra

Experience: 0–2 Years

Openings: 3

Department: Customer Success / Service & Operations

Job Category: Back Office

Salary: Not Disclosed

HR Contact: Asawa Insulation Pvt. Ltd.

Phone: +91 7770016815

Application: Interested candidates can call

Asawa Insulation Pvt. Ltd. is hiring a **Data Entry Operator** for its Vashi, Mumbai location. The position is suitable for candidates with up to 2 years of experience.

The role focuses on data entry and back office work. Candidates with relevant computer education and good data-handling skills can apply.

Key Responsibilities

- Enter and update data accurately.
- Maintain digital records and databases.
- Check entered information for accuracy.
- Organize and maintain data files.
- Support routine back office activities.
- Update records as required.
- Handle data-related administrative work.
- Maintain proper documentation.

Requirements

- **0–2 years of experience.**
- Basic computer knowledge.
- Good data entry skills.
- Attention to detail.
- Ability to maintain accurate records.
- Basic understanding of back office operations.

Educational Qualification

Candidates with any of the following qualifications can apply:

- Diploma in Computer Science and Engineering.
- ITI Certification in Computer Operator and Programming Assistant.
- B.C.A. in Computer Applications (General).

Key Skills

- Data Entry
- Data Management
- Record Keeping
- Computer Operations
- Back Office Support
- Documentation
- Accuracy
- Data Handling

About Asawa Insulation

Asawa Insulation Pvt. Ltd. is a Mumbai-based company that manufactures **pre-insulated panels and accessories** under the SMART brand.

How to Apply

Interested candidates can contact the company directly:

Phone: +91 7770016815