WORK VAPOR

Job Link: https://workvapor.in/jobs/data-entry-operator-freshers-%e2%82%b915000-ctc-in-pune/

DATA ENTRY OPERATOR – FRESHERS, ?15,000 CTC IN PUNE

BASE SALARY

INR 15000 - INR 20000

DESCRIPTION

Job Role: Data Entry Operator

Company: Eternal Soft Associates
Location: Chinchwad, Pune
Work Mode: In Person
Job Type: Full-Time
Experience: Freshers Only (0 Years)
Qualification: B.Com / Any Graduate
Salary: Up to ?15,000 CTC
Working Hours: 8:30 AM–6:30 PM

Contact Details:
HR Omkar WhatsApp: +91 93712 59599
Email: connect@eternalassociates.in

Eternal Soft Associates is hiring **Data Entry Operators** for its Pune office. The role involves data entry, record management and basic documentation. Freshers with basic MS Office and Excel knowledge can apply.

Key Responsibilities

- Enter and verify data in systems, databases and Excel.
- Maintain digital and physical records.
- Prepare basic reports and documents.
- Handle filing and confidential data.

Requirements

HIRING ORGANIZATION

Eternal Soft Associates

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Chinchwad, India

- B.Com or any graduation.
- Freshers only.
- Basic MS Excel and Word knowledge.
- Good typing speed and accuracy.
- Good attention to detail.
- Willingness to learn and work responsibly.
- ERP/HRIS knowledge is a bonus.

Benefits

- PF
- ESIC
- Bonus
- Gratuity
- Paid Leaves
- Health Insurance

How to Apply

Send your resume on WhatsApp **+91 93712 59599** or email **connect@eternalassociates.in**.

Subject: Data Entry Operator