

# WORK VAPOR

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

## HIRING ORGANIZATION

Eternal Soft Associates

## EMPLOYMENT TYPE

Full-time

## JOB LOCATION

Chinchwad, India

## 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](mailto: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

- 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