

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/data-entry-operator-manage-data-records/>

## DATA ENTRY OPERATOR – MANAGE DATA RECORDS

### DESCRIPTION

Vadpe Industrial Area Bhiwandi | Work From Office | Full-time

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### Data Entry Operator – Manage Data Records

This is a simple office work. Person will enter data and maintain records. Work needs focus and accuracy. Freshers can also apply and learn step by step.

### Job Details

- Role: Data Entry Operator
- Location: Vadpe Industrial Area, Bhiwandi
- Office based job

### Experience Required

- 0 to 5 years experience
- Freshers can also apply

### Main Responsibilities

- Enter data correctly in system
- Maintain records properly
- Check data for mistakes
- Update database regularly
- Keep information safe and confidential

### Skills Needed

- Basic computer knowledge

### HIRING ORGANIZATION

MLJ Industries

### EMPLOYMENT TYPE

Full-time, Part-time

### JOB LOCATION

Bhiwandi, India

### DATE POSTED

? April 18, 2026

### VALID THROUGH

2027-02-17

- MS Excel and MS Word understanding
- Good typing speed
- Attention to detail

## **Additional Points**

- Prior experience is helpful
- Simple and stable work role
- Learning opportunity for beginners

## **How To Apply**

Send your resume to [hr.exc@mljindustries.com](mailto:hr.exc@mljindustries.com) or WhatsApp at **9711718748** for quick response.