WORK VAPOR

Job Link: https://workvapor.in/jobs/data-entry-operator-ms-excel-and-ppt-%e2%82%b91-75-2-lpa-pristine-market-insights-pune/

DATA ENTRY OPERATOR – MS EXCEL AND PPT

BASE SALARY

INR 175000 - INR 200000

DESCRIPTION

Company: Pristine Market Insights

Position: Data Entry Operator

Industry: Analytics / KPO / Market Research

Location: Pune (Kharadi) – Work From Office

Employment Type: Full Time, Permanent

Salary: ?1.75 – ?2 LPA

Openings: 3

HR Contact: 9370775498
hr@pristinemarketinsights.com

Key Responsibilities

- Enter, update, and verify data with high accuracy
- Prepare competitor lists for assigned market research titles
- Create and customize PowerPoint templates as per company standards
- Develop market-related images and presentation samples
- Organize and maintain data files and documentation
- Coordinate with senior team members for data accuracy
- Ensure timely delivery of PPT and research outputs

Skills & Requirements

HIRING ORGANIZATION

Pristine Market Insights

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Kharadi, Pune, IN

DATE POSTED

? February 14, 2026

- Bachelor’s degree (Completed)
- Strong proficiency in MS Excel, PowerPoint, and Word
- Excellent English communication skills
- Analytical and critical thinking ability
- Good typing speed and computer navigation skills
- Awareness of global affairs for contextual accuracy
- Strong attention to detail and quality focus
- Team collaboration and proactive attitude

Additional Information

- Experience: 0–1 year
- Work Days: Monday to Friday
- Office-based role in Kharadi, Pune
- Immediate joiners preferred

How to Apply

Send your updated CV to hr@pristinemarketinsights.com or call 9370775498