

WORK VAPOR

Job Link: <https://workvapor.in/jobs/data-entry-operator-ms-office-and-google-sheet-work-from-home/>

HIRING ORGANIZATION

A leading BPO

EMPLOYMENT TYPE

Full-time

DATE POSTED

? September 5, 2026

JOB LOCATION

? Remote work from: India

DATA ENTRY OPERATOR | MS OFFICE AND GOOGLE SHEET – WORK FROM HOME

DESCRIPTION

Data Entry Operator

A leading BPO is hiring Data Entry Operators for work from home. Candidates with 0 to 5 years of experience can apply. The hiring office is in Mumbai, Maharashtra.

Experience: 0 to 5 years

Work Mode: Remote / Work From Home

Hiring Office: Mumbai, Maharashtra

The work involves entering text and numerical data into company databases. Candidates will also verify, compile, and organize source information.

Key Responsibilities

- Enter text and numerical data into databases.
- Prepare source data before data entry.
- Compile and organize information accurately.
- Verify source data for accuracy.
- Sort information as required.
- Complete assigned data entry tasks within deadlines.
- Maintain accurate database records.
- Support back-office data management activities.

Requirements

- 1+ year of data entry experience is preferred.
- Data Entry Operator or Office Clerk experience is useful.
- Good typing skills.
- Good data capturing skills.
- Knowledge of MS Office is required.
- Google Workspace or Google Suite knowledge is useful.
- Basic computer knowledge.

A leading BPO

- Good attention to detail.
- Ability to meet deadlines.
- Any graduate qualification.

Interested candidates can send their resume to **resume@hindco.com**.