

WORK VAPOR

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

HIRING ORGANIZATION

SwiftData Systems

JOB LOCATION

? Remote work from: IND

DATE POSTED

? December 10, 2024

DATA ENTRY OPERATOR

DESCRIPTION

Salary: ?13,000 – ?18,000 per month

Contact Email: careers@swiftdata.com

Description:

SwiftData Systems is seeking a **Data Entry Operator** to join our team. This role is perfect for someone who is fast at typing, accurate, and can handle repetitive tasks with focus.

Responsibilities:

- Enter data from documents into the company database.
- Review and clean data for accuracy.
- Organize files and maintain records systematically.
- Complete tasks on time while ensuring data quality.

Skills:

- Typing speed of 40+ words per minute.
- Familiarity with basic computer tools like Word and Excel.
- Strong attention to detail.
- Ability to follow instructions carefully.