WORK VAPOR

Job Link: https://workvapor.in/jobs/hindi-english-typist-job-in-bareilly-uttar-pradesh-medhaj-techno-concept-pvt-ltd/

HINDI & ENGLISH TYPIST

HIRING ORGANIZATION

Medhaj Techno Concept Pvt. Ltd.

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

Bareilly, NIL, Bareilly, Uttar Pradesh, India

BASE SALARY

INR 16,000 - INR 25,000

DESCRIPTION

Job Title: Hindi & English Typist (Work from Home)

Company: Medhaj Techno Concept Pvt. Ltd.

Location: Pan UP (Uttar Pradesh) – Remote Work (Work from Home)

Contact us: 8090554086

Qualification

- Intermediate (12th) from UP Board or equivalent exam from any Government-approved Board
- One year Diploma in Computer/ CCC Course

Typing Speed

- Hindi: 25 words per minute (wpm)
- English: 40 wpm

Experience: 3 years

Salary: As per company norms

Job Description

We are seeking an experienced Hindi and English Typist to join our team at Medhaj Techno Concept Pvt. Ltd. The ideal candidate will have excellent typing skills in both Hindi and English languages, with high accuracy and speed. This is a work-from-home opportunity, and the candidate must have their own laptop.

Key Responsibilities

- Type documents, reports, and other materials in Hindi and English
- Maintain high accuracy and speed in typing
- Use computer software and typing tools efficiently
- Meet productivity and quality standards
- Collaborate with team members to complete tasks

Requirements

- Intermediate (12th) from UP Board or equivalent exam
- One year Diploma in Computer/ CCC Course
- 3 years of experience in typing
- Typing speed: Hindi 25 wpm, English 40 wpm
- Basic computer knowledge and software skills
- Ability to work independently in a remote work setup
- Must have own laptop

How To Apply

If you are an experienced Hindi and English Typist with your own laptop, please send your resume to cv@medhaj.com or contact us at 8090554086. We look forward to hearing from you!