

# WORK VAPOR

Job Link:

<https://workvapor.in/jobs/remote-data-entry-operator-flexible-work-from-home-%e2%82%b915k-%e2%82%b925k-webxwork-digital-media/>

## HIRING ORGANIZATION

WebxWork Digital Media

## EMPLOYMENT TYPE

Full-time, Part-time

## JOB LOCATION

INDIA

? Remote work from: IN

## DATE POSTED

? February 16, 2026

## REMOTE DATA ENTRY OPERATOR – DIGITAL MEDIA

### BASE SALARY

INR 15000 - INR 25000

### DESCRIPTION

**Company:** WebxWork Digital Media

**Position:** Data Entry Operator / Typist

**Industry:** Digital Media / Data Processing

**Location:** Remote (Work From Anywhere)

**Employment Type:** Full-time

**Salary:** ?15K – ?25K per month

**HR Contact:** 08355902180 (Monday–Saturday, 10 AM – 6:30 PM)

### Key Responsibilities

- Enter and transfer data from source documents into computer systems
- Maintain and update database records
- Collect and prepare documents for data entry
- Generate and export reports
- Verify and update customer data
- Prepare backups of data and information

### Skills & Requirements

- HSC / 12th Pass certificate
- Good attention to detail

- Ability to meet deadlines
- Basic communication skills
- Multitasking ability

**Additional Information**

- Fully remote work-from-home role
- Flexible working setup
- Suitable for freshers
- Immediate contact recommended during working hours

**How to Apply**

Call 08355902180 between 10 AM and 6:30 PM (Monday to Saturday)