WORK VAPOR

Job Link: https://workvapor.in/jobs/typing-work-from-home-job-christtech/

TYPING WORK FROM HOME

HIRING ORGANIZATION

CHRISTTECH

EMPLOYMENT TYPE

Part-time

JOB LOCATION

? Remote work from: IND

BASE SALARY

INR 8000 - INR 12000

DESCRIPTION

Responsibilities:

Compare data with source documents to identify and correct errors.

Re-enter data in the verification format to ensure accuracy.

Compile, sort, and verify data before entering it into the system.

Maintain logbooks of activities and completed work.

Review data for deficiencies or errors and correct any inconsistencies.

Accurately input data into computer systems or databases.

Required Skills:

Proficient in MS Office and data management programs.

High typing speed and accuracy.

Excellent knowledge of spelling, grammar, and punctuation.

Strong attention to detail and commitment to accuracy.