Job Description

Job Title: Data Entry Operator

Job Location: Patiala

Position Reports To: Head – Health Centre

Main Purpose
Responsible to collect data from forms, enter the data in databases, and maintain accurate records of valuable company information. A data entry operator is expected to perform clerical tasks (including mailing and filing) as and when required and must be highly familiar with the usage of basic office equipment.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Graduate</th>
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<tbody>
<tr>
<td>Experience</td>
<td>3-7 years of experience</td>
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<td>Competency</td>
<td>Sound Knowledge of MS Office, Must have good typing and numeric key entry skills</td>
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Specific Accountability & Job Responsibility
- Transfer data from paper formats into a database system.
- Compile, verify the accuracy, and sort information.
- Enter data provided directly by customers or other parties
- Create and manage spreadsheets with large numbers of data
- Verify data by comparing it to source documents
- Update existing data and create reports and retrieve data
- Perform regular backups to ensure data preservation and sort, organize and store paperwork after entering data
- Review data for deficiencies or errors, correct the errors, and check final output.
- Respond to queries for information and access relevant files.
- Comply with data integrity and security policies.

Compensation
- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by 5th Nov 2022.